# Expense Report

\*\*Expense Report\*\*  
  
\*\*Employee ID:\*\* Unknown  
  
\*\*Reimbursable Amounts by Category\*\*  
  
| Category | Amount |  
|---|---|  
| Mileage | $120 |  
| Hotel | $250 |  
| Meals | $100 |  
  
\*\*Non-Reimbursable Amounts by Category\*\*  
  
| Category | Amount | Violations |  
|---|---|---|  
| Entertainment | $50 | Personal expenses are not reimbursable |  
  
\*\*Violations Detected\*\*  
  
| Violation | Policy |  
|---|---|  
| Non-itemized meal receipts | Receipts must include a detailed itemization of expenses |  
  
\*\*Feedback and Suggestions\*\*  
  
Hi there,  
  
Thank you for submitting your expense report. We appreciate your attention to detail and adherence to company policies.  
  
We noticed one violation on your report:  
  
\* \*\*Non-itemized meal receipts:\*\* To ensure transparency and accountability, meal receipts must clearly itemize each expense.  
  
To avoid similar issues in the future, I recommend:  
  
\* Always request itemized receipts for meals and other expenses.  
\* Keep a separate record of personal expenses to avoid submitting them for reimbursement.  
  
We encourage you to continue reviewing the company's expense policy to ensure compliance. If you have any questions or concerns, please don't hesitate to reach out to the finance team.  
  
Thank you for your cooperation.