# Expense Report

\*\*Expense Report for Employee ID: Unknown\*\*  
  
\*\*Reimbursable Amounts by Category:\*\*  
  
| Category | Amount |  
|---|---|  
| Mileage | $XX.XX |  
| Meals | $XX.XX |  
| Lodging | $XX.XX |  
| Other (Specify) | $XX.XX |  
  
\*\*Non-Reimbursable Amounts by Category:\*\*  
  
| Category | Amount | Violations |  
|---|---|---|  
| Entertainment | $XX.XX | Personal use of company funds |  
  
\*\*Violations Detected:\*\*  
  
| Violation | Policy |  
|---|---|  
| Personal use of company funds | All expenses must be work-related |  
  
\*\*Personalized Feedback and Suggestions:\*\*  
  
Dear [Employee Name],  
  
Thank you for submitting your expense report. We appreciate your attention to detail.  
  
We noticed a non-reimbursable expense for entertainment. Our policy clearly states that all expenses must be directly related to business activities. Personal expenses are not reimbursable.  
  
To avoid similar issues in the future, we recommend:  
  
\* Carefully reviewing our expense policy before submitting a report.  
\* Clearly documenting the business purpose of each expense.  
\* Separating personal and business expenses.  
  
We are committed to helping you maximize your reimbursements. By following these suggestions, you can ensure that your expenses are both compliant and eligible for reimbursement.  
  
Thank you for your understanding and cooperation.  
  
Best regards,  
  
[Your Name]  
Finance Department