# Expense Report

\*\*Expense Report\*\*  
  
\*\*Employee ID:\*\* Unknown  
  
\*\*Reimbursable Amounts by Category:\*\*  
  
| Category | Amount |  
|---|---|  
| \*\*Mileage\*\* | $123.45 |  
| \*\*Hotel\*\* | $245.67 |  
| \*\*Meals\*\* | $98.76 |  
| \*\*Parking\*\* | $15.00 |  
  
\*\*Non-Reimbursable Amounts by Category:\*\*  
  
| Category | Amount | Violations |  
|---|---|---|  
| \*\*Entertainment\*\* | $50.00 | Exceeds policy limit |  
  
\*\*Violations Detected:\*\*  
  
| Violation | Policy |  
|---|---|  
| \*\*Entertainment expenses exceed policy limit\*\* | Company policy allows only $25 per day for entertainment expenses. |  
  
\*\*Feedback and Suggestions:\*\*  
  
Hi [Employee Name],  
  
Thank you for submitting your expense report. Overall, your report is well-organized and accurate.  
  
We noticed that you had some non-reimbursable expenses related to entertainment. As a reminder, our company policy allows for a maximum of $25 per day for entertainment expenses. To avoid this issue in the future, please be sure to keep your entertainment expenses within the specified limit.  
  
We appreciate your understanding and cooperation. Please reach out if you have any questions.  
  
Best regards,  
[Your Name]