# Expense Report

\*\*Expense Report\*\*  
  
\*\*Employee ID:\*\* VCGEH-05126  
  
\*\*Reimbursable Amounts by Category\*\*  
  
| Category | Amount |  
|---|---|  
| Mileage | $120.50 |  
| Hotel | $245.00 |  
| Meals | $75.50 |  
  
\*\*Non-Reimbursable Amounts by Category\*\*  
  
| Category | Amount | Violations |  
|---|---|---|  
| Entertainment | $50.00 | Personal entertainment not allowed |  
  
\*\*Violations Detected\*\*  
  
| Violation | Policy |  
|---|---|  
| Personal entertainment expense | Expenses related to personal entertainment are not reimbursable |  
  
\*\*Feedback and Suggestions\*\*  
  
Hi there,  
  
We appreciate your timely submission of your expense report. We noticed one non-reimbursable expense that we'd like to bring to your attention: personal entertainment. According to our company policy, only expenses directly related to business travel are eligible for reimbursement.  
  
To avoid similar issues in the future, we recommend that you carefully review the company expense policy and make sure that all expenses you submit are business-related. We also suggest using a separate credit card or accounting system for personal expenses.  
  
Thank you for your understanding. We value your hard work and dedication to the company. Please let us know if you have any questions or need further clarification.  
  
Best regards,  
Expense Team