# Expense Report

\*\*Expense Report for Employee ID: VCGEH-05398\*\*  
  
\*\*Reimbursable Amounts\*\*  
  
| Category | Amount |  
|---|---|  
| Meals | $50.00 |  
| Transportation | $25.00 |  
| Supplies | $10.00 |  
  
\*\*Non-Reimbursable Amounts\*\*  
  
| Category | Amount | Violations |  
|---|---|---|  
| Entertainment | $30.00 | Personal use |  
| Alcohol | $15.00 | Company policy |  
  
\*\*Violations Detected\*\*  
  
| Violation | Policy |  
|---|---|  
| Reimbursement of personal expenses | Company policy |  
| Consumption of alcohol | Company policy |  
  
\*\*Personalized Feedback\*\*  
  
Dear Employee,  
  
Thank you for submitting your expense report. Upon review, we noticed a few items that were not eligible for reimbursement.  
  
\* \*\*Personal expenses:\*\* Expenses related to entertainment or personal use are not reimbursable according to company policy.  
\* \*\*Alcohol consumption:\*\* The company prohibits the reimbursement of alcohol under any circumstances.  
  
To avoid similar issues in the future, please ensure that all expenses submitted are business-related and comply with company policies. We encourage you to familiarize yourself with the expense policy if you have any questions.  
  
We appreciate your understanding and cooperation. Your attention to detail will help us streamline our expense reporting process and ensure that all expenses are compliant.  
  
Thank you,  
Expense Management Team