# Expense Report

\*\*Expense Report\*\*  
  
\*\*Employee ID:\*\* VCGEH-05451  
  
\*\*Reimbursable Amounts by Category:\*\*  
  
| Category | Amount |  
|---|---|  
| Miscellaneous | ₹56.00 |  
  
\*\*Non-Reimbursable Amounts by Category (with Violations):\*\*  
  
| Category | Amount | Violations |  
|---|---|---|  
  
\*\*Violations Detected:\*\*  
  
| Violation | Policy |  
|---|---|  
  
\*\*Personalized Feedback and Suggestions:\*\*  
  
Thank you for submitting your expense report. We appreciate your attention to detail.  
  
We noticed that you did not submit any non-reimbursable expenses. This is great, as it helps us keep our expense management process efficient.  
  
To help you continue submitting accurate and compliant expense reports, we recommend the following:  
  
\* \*\*Review the company's expense policy:\*\* This will help you understand what expenses are reimbursable and which are not.  
\* \*\*Use the company's designated expense reporting system:\*\* This system will help you capture all required information and ensure accuracy.  
\* \*\*Keep all original receipts:\*\* This will provide proof of your expenses for audit purposes.  
  
By following these suggestions, you can avoid similar issues in the future and ensure that your expense reports are processed promptly.  
  
Thank you for your cooperation and commitment to following company policies.