# Expense Report

\*\*Expense Report\*\*  
  
\*\*Employee ID:\*\* VCGEH-06090  
  
\*\*Reimbursable Amounts by Category:\*\*  
  
| Category | Amount |  
|---|---|  
| Meals | $50 |  
| Accommodation | $120 |  
| Transportation | $40 |  
  
\*\*Non-Reimbursable Amounts by Category:\*\*  
  
| Category | Amount | Violations |  
|---|---|---|  
| Entertainment | $30 | Personal use violation |  
  
\*\*Violations Detected:\*\*  
  
| Violation | Policy |  
|---|---|  
| Non-reimbursable expense | Expense must be directly related to business |  
  
\*\*Personalized Feedback and Suggestions:\*\*  
  
Dear [Employee Name],  
  
Thank you for submitting your expense report. We appreciate your attention to detail.  
  
We have processed your reimbursable expenses and will issue payment shortly. However, we have identified one non-reimbursable expense for entertainment that violates our expense policy.  
  
To avoid similar issues in the future, we recommend that you:  
  
\* Carefully review the expense policy before submitting expenses.  
\* Ensure that all expenses are directly related to business activities.  
\* Keep receipts for all expenses and provide clear documentation to support your claims.  
  
Your efforts to adhere to our expense policy will help us maintain a transparent and accountable expense management system. If you have any questions or require clarification, please do not hesitate to reach out.  
  
Thank you for your cooperation and continued dedication to our company's expense procedures.