# Expense Report

\*\*Expense Report\*\*  
  
\*\*Employee ID:\*\* VCGEH-06230  
  
\*\*Reimbursable Amounts\*\*  
  
| Category | Amount |  
|---|---|  
| Miscellaneous | ₹9.0 |  
  
\*\*Non-Reimbursable Amounts\*\*  
  
| Category | Amount | Violations |  
|---|---|---|  
| Miscellaneous | ₹45.5 | The expense description 'Gloki' is suspicious and does not provide any clear indication of what the expense was for. |  
  
\*\*Violations Detected\*\*  
  
| Violation | Policy |  
|---|---|  
| The expense description 'Gloki' is suspicious and does not provide any clear indication of what the expense was for. | Policy not found |  
  
\*\*Feedback and Suggestions\*\*  
  
Hi there,  
  
Thank you for submitting your expense report. We noticed a few non-reimbursable expenses and a violation related to insufficient expense descriptions.  
  
To avoid similar issues in the future, it's crucial to:  
  
\* \*\*Provide clear and detailed descriptions\*\* for all expenses. This helps us understand what the expense was for and makes it easier to approve for reimbursement.  
\* \*\*Review your expenses before submitting\*\* to ensure they meet reimbursement policies. If you're unsure about an expense, reach out to your manager or finance team for guidance.  
  
By following these suggestions, you can make the expense reimbursement process smoother and ensure your valid expenses are reimbursed promptly.  
  
We appreciate your understanding and cooperation. If you have any questions, please don't hesitate to ask.  
  
Best regards,  
[Your Name]