# Expense Report

\*\*Expense Report for Employee VCGEH-06890\*\*  
  
\*\*Reimbursable Amounts by Category\*\*  
  
| Category | Amount |  
|---|---|  
| Meals | $56.25 |  
| Transportation | $32.10 |  
| Lodging | $120.00 |  
  
\*\*Non-Reimbursable Amounts by Category\*\*  
  
| Category | Amount | Violations |  
|---|---|---|  
| Entertainment | $85.00 | Non-essential expense |  
| Personal Expenses | $20.00 | Not related to business |  
  
\*\*Violations Detected\*\*  
  
| Violation | Policy |  
|---|---|  
| Non-essential entertainment | Company policy prohibits reimbursement for non-essential expenses. |  
  
\*\*Personalized Feedback and Suggestions\*\*  
  
Dear Valued Employee,  
  
Thank you for submitting your expense report. We appreciate your attention to detail and accuracy.  
  
We noticed a few items in your report that were not reimbursable. Specifically, entertainment and personal expenses are not covered under our company policy. In the future, please review the company expense policy thoroughly to ensure that all expenses you incur are eligible for reimbursement.  
  
We understand that mistakes happen, and we appreciate your cooperation in resolving these issues. By following the company's expense policy, we can maintain a fair and equitable reimbursement process for all employees.  
  
Please feel free to reach out if you have any questions or need clarification on any of the policies. We are committed to supporting you in your role and maximizing your productivity.  
  
Thank you for your hard work and dedication.  
  
Sincerely,  
[Your Name]