# Expense Report

\*\*Expense Report\*\*  
  
\*\*Period:\*\* [Start Date] to [End Date]  
  
\*\*Total Reimbursement by Category\*\*  
  
| Category | Amount |  
|---|---|  
| Travel | $1,200 |  
| Meals | $500 |  
| Lodging | $300 |  
  
\*\*Total Non-Reimbursable Amounts by Category\*\*  
  
| Category | Amount |  
|---|---|  
| Entertainment | $200 |  
| Personal Expenses | $100 |  
  
\*\*Employee-wise Breakdown of Reimbursable Amounts\*\*  
  
| Employee ID | Category | Amount |  
|---|---|---|  
| 1001 | Travel | $600 |  
| 1001 | Meals | $250 |  
| 1001 | Lodging | $150 |  
| 1002 | Travel | $600 |  
| 1002 | Meals | $250 |  
  
\*\*Employee-wise Breakdown of Non-Reimbursable Amounts\*\*  
  
| Employee ID | Category | Amount | Violations |  
|---|---|---|---|  
| 1001 | Entertainment | $100 | Non-business entertainment |  
| 1002 | Personal Expenses | $100 | Personal fuel and car wash |  
  
\*\*Employee-wise Violations\*\*  
  
| Employee ID | Violation | Policy |  
|---|---|---|  
| 1001 | Entertainment | Prohibited under company policy |  
| 1002 | Personal Expenses | Prohibited under company policy |  
  
\*\*Compliance Issues\*\*  
  
\* Employees are not adhering to the company's expense reimbursement policy.  
\* Entertainment and personal expenses are being submitted for reimbursement.  
  
\*\*Flagged Items\*\*  
  
\* Entertainment expenses submitted by Employee 1001.  
\* Personal expenses submitted by Employee 1002.  
  
\*\*Actionable Recommendations\*\*  
  
\* Educate employees on the company's expense reimbursement policy and its requirements.  
\* Implement a stricter review process for expense submissions.  
\* Consider implementing an electronic expense management system to automate and streamline the process.  
\* Discipline employees who violate the company's expense reimbursement policy.