# Expense Report

\*\*Expense Report\*\*  
  
\*\*Total Reimbursement by Category\*\*  
  
| Category | Amount |  
|---|---|  
| Travel | $1,500.00 |  
| Meals | $500.00 |  
| Lodging | $1,000.00 |  
| Supplies | $200.00 |  
| Other | $300.00 |  
  
\*\*Total Non-Reimbursable Amounts by Category\*\*  
  
| Category | Amount |  
|---|---|  
| Entertainment | $150.00 |  
| Personal Expenses | $100.00 |  
| Late Submissions | $50.00 |  
  
\*\*Employee-wise Breakdown of Reimbursable Amounts\*\*  
  
| Employee ID | Category | Amount |  
|---|---|---|  
| 100 | Travel | $800.00 |  
| 100 | Meals | $250.00 |  
| 101 | Lodging | $1,000.00 |  
| 101 | Supplies | $200.00 |  
| 102 | Other | $300.00 |  
  
\*\*Employee-wise Breakdown of Non-Reimbursable Amounts\*\*  
  
| Employee ID | Category | Amount | Violations |  
|---|---|---|---|  
| 100 | Entertainment | $100.00 | Entertainment expenses must be business-related |  
| 100 | Personal Expenses | $50.00 | Personal expenses are not reimbursable |  
| 101 | Late Submissions | $50.00 | Expenses must be submitted within 30 days of incurring |  
  
\*\*Employee-wise Violations\*\*  
  
| Employee ID | Violation | Policy |  
|---|---|---|  
| 100 | Entertainment Expenses | Entertainment expenses must be business-related |  
| 100 | Personal Expenses | Personal expenses are not reimbursable |  
| 101 | Late Submissions | Expenses must be submitted within 30 days of incurring |  
  
\*\*Compliance Issues and Flagged Items\*\*  
  
\* The report includes entertainment expenses, which are not always reimbursable.  
\* There are several instances of late submissions, which need to be addressed.  
\* The expense submission process should be clarified to ensure compliance with company policies.  
  
\*\*Actionable Recommendations\*\*  
  
\* Provide clear guidelines on what types of entertainment expenses are reimbursable.  
\* Implement automated reminders for expense submissions.  
\* Review expense policies and update them as needed.  
\* Train employees on expense management best practices.