# Expense Report

\*\*Expense Report\*\*  
  
\*\*Report Period:\*\* [Start Date] - [End Date]  
  
\*\*Total Reimbursement by Category:\*\*  
  
| Category | Amount |  
|---|---|  
| Miscellaneous | ₹700.00 |  
  
\*\*Total Non-Reimbursable Amounts by Category:\*\*  
  
| Category | Amount |  
|---|---|  
| Miscellaneous | ₹360.00 |  
  
\*\*Employee-wise Breakdown of Reimbursable Amounts:\*\*  
  
| Employee ID | Category | Amount |  
|---|---|---|  
| VCGEH-20029 | Miscellaneous | ₹700.00 |  
  
\*\*Employee-wise Breakdown of Non-Reimbursable Amounts:\*\*  
  
| Employee ID | Category | Amount | Violations |  
|---|---|---|---|  
| VCGEH-20029 | Miscellaneous | ₹360.00 | Possible duplicate expense. Breakfast expenses at Villa Contentezza have previously been associated with fraudulent claims. |  
  
\*\*Employee-wise Violations:\*\*  
  
| Employee ID | Violation | Policy |  
|---|---|---|  
| VCGEH-20029 | Possible duplicate expense. Breakfast expenses at Villa Contentezza have previously been associated with fraudulent claims. | Policy not found |  
  
\*\*Compliance Issues and Recommendations:\*\*  
  
\* \*\*Possible duplicate expenses:\*\* Breakfast expenses at Villa Contentezza have previously been associated with fraudulent claims. Investigate these expenses thoroughly to determine if they are legitimate.  
\* \*\*Missing policy:\*\* No policy was found for the violation related to duplicate expenses. Establish a clear policy that outlines the requirements for expense reporting and reimbursement.  
\* \*\*Strengthen internal controls:\*\* Implement measures to prevent and detect expense fraud, such as requiring receipts for all expenses and conducting regular audits.  
\* \*\*Train employees:\*\* Educate employees on the company's expense policies and best practices to ensure compliance.  
\* \*\*Consider expense management software:\*\* Automate the expense reporting process and provide greater visibility and control over expenses.