# Expense Report

\*\*Expense Report for Human Resources\*\*

\*\*Period:\*\* [Start Date] - [End Date]

\*\*Total Reimbursement by Category:\*\*

| Category | Total Amount |

|---|---|

| Mileage | $1,200 |

| Parking | $450 |

| Meals | $700 |

| Supplies | $200 |

| Training | $1,500 |

| Other | $300 |

| \*\*Total\*\* | \*\*$4,350\*\* |

\*\*Total Non-Reimbursable Amounts by Category:\*\*

| Category | Total Amount |

|---|---|

| Entertainment | $120 |

| Gifts | $150 |

| Personal Expenses | $75 |

| \*\*Total\*\* | \*\*$345\*\* |

\*\*Employee-wise Breakdown of Reimbursable Amounts:\*\*

| Employee | Total Amount |

|---|---|

| John Smith | $1,500 |

| Mary Jones | $1,200 |

| Michael Brown | $1,000 |

| Sarah Williams | $650 |

| \*\*Total\*\* | \*\*$4,350\*\* |

\*\*Employee-wise Breakdown of Non-Reimbursable Amounts:\*\*

| Employee | Total Amount |

|---|---|

| John Smith | $120 |

| Mary Jones | $150 |

| Michael Brown | $75 |

| \*\*Total\*\* | \*\*$345\*\* |

\*\*Employee-wise Violations:\*\*

| Employee | Violation |

|---|---|

| John Smith | Exceeded company policy for entertainment expenses |

| Mary Jones | Provided insufficient receipts for gift expenses |

| \*\*Total\*\* | \*\*2\*\* |

\*\*Compliance Issues, Flagged Items, and Recommendations:\*\*

\* \*\*Entertainment expenses:\*\* John Smith's expenses exceeded the allowable limit. It is recommended that he adhere to the company's expense policy and obtain prior approval for entertainment-related expenses.

\* \*\*Insufficient receipts:\*\* Mary Jones did not provide adequate receipts to support her gift expenses. It is crucial for employees to retain original receipts and submit them with their expense reports.

\* \*\*Improve expense approval process:\*\* Implement a more rigorous expense approval process to ensure compliance and minimize non-reimbursable expenses.

\* \*\*Provide expense management training:\*\* Conduct training sessions for employees to educate them on the company's expense policy and reimbursement guidelines.

\* \*\*Use expense management software:\*\* Consider using a centralized expense management software to streamline the submission and approval process, reduce manual errors, and improve compliance.

By implementing these recommendations, HR can enhance expense management, ensure compliance with company policies, and effectively track and manage expenses.