# Expense Report

\*\*Expense Report\*\*  
  
\*\*Employee ID:\*\* Unknown  
  
\*\*Reimbursable Amounts by Category\*\*  
  
| Category | Amount |  
|---|---|  
| Meals | $0 |  
| Accommodation | $0 |  
| Transportation | $0 |  
| Miscellaneous | $0 |  
  
\*\*Non-Reimbursable Amounts by Category\*\*  
  
| Category | Amount | Violations |  
|---|---|---|  
| Entertainment | $50 | Exceeds policy limit |  
| Alcohol | $30 | Prohibited expense |  
| Personal expenses | $20 | Not business-related |  
  
\*\*Violations Detected\*\*  
  
| Violation | Policy |  
|---|---|  
| Exceeding entertainment expense limit | Entertainment expenses capped at $25 per day |  
| Claiming alcohol as an expense | Alcohol purchases not allowed for reimbursement |  
| Including personal expenses | Only business-related expenses eligible for reimbursement |  
  
\*\*Feedback and Suggestions\*\*  
  
Dear Employee,  
  
Thank you for submitting your expense report. We appreciate your attention to detail.  
  
We noticed several items that were not eligible for reimbursement. To avoid similar issues in the future, please take the following suggestions into consideration:  
  
\* Review our expense policy to ensure you fully understand what expenses are reimbursable.  
\* Keep a diligent record of your expenses, separating personal from business items.  
\* Remember that alcohol and entertainment expenses have specific limits and guidelines.  
  
We believe that with proper planning and attention to policy, you can submit accurate and complete expense reports in the future. Your cooperation is appreciated.  
  
Feel free to reach out if you have any questions or concerns.  
  
Best regards,  
  
[Your Name]