# Expense Report

\*\*Expense Report for HR\*\*  
  
\*\*Total Reimbursement by Category\*\*  
  
| Category | Amount |  
|---|---|  
| Travel | $1,200 |  
| Meals | $300 |  
| Lodging | $400 |  
| Miscellaneous | $100 |  
\*\*Total:\*\* $2,000  
  
\*\*Total Non-Reimbursable Amounts by Category\*\*  
  
| Category | Amount |  
|---|---|  
| Entertainment | $50 |  
| Personal Expenses | $25 |  
| Gifts | $15 |  
\*\*Total:\*\* $90  
  
\*\*Employee-Wise Breakdown of Reimbursable Amounts\*\*  
  
| Employee ID | Category | Amount |  
|---|---|---|  
| 12345 | Travel | $500 |  
| 12345 | Meals | $100 |  
| 12345 | Lodging | $200 |  
| 67890 | Travel | $700 |  
| 67890 | Meals | $200 |  
\*\*Total:\*\* $2,000  
  
\*\*Employee-Wise Breakdown of Non-Reimbursable Amounts\*\*  
  
| Employee ID | Category | Amount | Violations |  
|---|---|---|---|  
| 12345 | Entertainment | $25 | Entertainment expenses not allowed for reimbursement |  
| 12345 | Personal Expenses | $25 | Personal expenses not reimbursable |  
| 67890 | Gifts | $15 | Gift expenses exceed policy limit |  
\*\*Total:\*\* $90  
  
\*\*Employee-Wise Violations\*\*  
  
| Employee ID | Violation | Policy |  
|---|---|---|  
| 12345 | Unauthorized entertainment expenses | Company policy prohibits reimbursement for entertainment expenses |  
| 12345 | Non-compliant personal expenses | Personal expenses are not reimbursable under company policy |  
| 67890 | Excessive gift expenses | Gift expenses must not exceed $10 per recipient |  
  
\*\*Compliance Issues, Flagged Items, and Recommendations\*\*  
  
\* \*\*Unauthorized Entertainment Expenses:\*\* Employee 12345 incurred $25 in unauthorized entertainment expenses. This violates company policy, which prohibits reimbursement for entertainment expenses.  
\* \*\*Excessive Gift Expenses:\*\* Employee 67890 incurred $15 in gift expenses that exceed the policy limit of $10 per recipient. This is a violation of company policy.  
\* \*\*Non-Compliant Personal Expenses:\*\* Employee 12345 incurred $25 in non-compliant personal expenses. Personal expenses are not reimbursable under company policy.  
  
\*\*Actionable Recommendations\*\*  
  
\* Train employees on the company's expense reimbursement policy to ensure compliance and avoid future violations.  
\* Consider implementing an electronic expense tracking system to automate expense approval and provide real-time visibility into expenses.  
\* Review the expense reimbursement policy regularly to ensure it is aligned with current business practices and industry best practices.