**Memorandum**

**To: Mr. Lapeer, Edmund Grant Pharmaceutical Company**

**From: Patrick Ha, 004**

**RE: Expense Workbook**

**October 28, 2017**

You requested an expense report of your company.

**Managers that claimed airfare expenses totaling more than $1700, and supervisors that claimed airfare expenses totaling more than $750.**

**Managers that claimed airfare expenses with more than $1700.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Division** | **Position** | **Airfare** |
| **Aguayo** | **Alfredo** | 5 | MN | $1,802.78 |
| **Hopkins** | **Bill** | 4 | MN | $1,750.27 |

**Supervisors that claimed airfare expenses with more than $750.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Division** | **Position** | **Airfare** |
| **Barnes** | **Art** | 3 | SU | $806.57 |
| **Knauf** | **Ronald** | 1 | SU | $957.45 |

**Sales representatives that did not submit expense claim form.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Position** | **Division** | **Total Expenses** | **Overage** | **Overage Charge** |
| **Pizana** | **Patricia** | S2 | 5 | $0.00 | 0 | $0.00 |

**Hotel and airfare expenses by position.**

|  |  |  |
| --- | --- | --- |
| **Position** | **Hotel** | **Airfare** |
| MN | $ 369.99 | $ 4,905.28 |
| S1 | $ 553.96 | $ 125.98 |
| S2 | $ 1,251.69 | $ 612.49 |
| SU | $ 558.30 | $ 1,993.99 |
| **Grand Total** | **$ 2,733.94** | **$ 7,637.74** |

**Managers traveled via airplane during the week.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Division** | **Position** | **Airfare** |
| **Aguayo** | **Alfredo** | 5 | MN | $ 1,802.78 |
| **Brown** | **Clyde** | 1 | MN | $ 450.25 |
| **Hopkins** | **Bill** | 4 | MN | $ 1,750.27 |
| **Nyu** | **Kwame** | 2 | MN | $ 801.99 |
| **Vorse** | **Barry** | 3 | MN | $ 99.99 |

**Sales positions by division.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Count of Position** | **Position** |  |  |  |  |
| **Division** | **MN** | **S1** | **S2** | **SU** | **Grand Total** |
| 1 | 1 | 1 | 1 | 1 | 4 |
| 2 | 1 | 1 | 1 | 1 | 4 |
| 3 | 1 | 2 | 1 | 1 | 5 |
| 4 | 1 | 1 | 1 | 1 | 4 |
| 5 | 1 | 1 | 3 | 1 | 6 |
| **Grand Total** | **5** | **6** | **7** | **5** | **23** |

**Division with lowest expenses for the week.**

Division 3 with $2984.03 had the lowest expenses for the week.

**S1 Sales representative that submitted hotel and airfare expenses for the week.**

Kevin Pixley from division 3, with $250.98 from hotel and $125.98 from airfare, submitted expenses.

**Employees that went over their mileage limits.**

|  |  |  |
| --- | --- | --- |
| **Name** | **Division** | **Miles over limit** |
| **Barnes** |  |  |
| Art | 3 | 392 |
| **Blatt** |  |  |
| Renae | 2 | 351 |
| **Caldwell** |  |  |
| Chad | 5 | 422 |
| **Chidester** |  |  |
| Stuart | 2 | 81 |
| **Friot** |  |  |
| Teresa | 5 | 489 |
| **Hopkins** |  |  |
| Bill | 4 | 300 |
| **Jacober** |  |  |
| Rick | 2 | 318 |
| **Knauf** |  |  |
| Ronald | 1 | 508 |
| **Leminsky** |  |  |
| Marsha | 1 | 26 |
| **Nussbaum** |  |  |
| Oleg | 3 | 935 |
| **Nyu** |  |  |
| Kwame | 2 | 1248 |
| **Pixley** |  |  |
| Kevin | 3 | 554 |
| **Repetto** |  |  |
| Eduardo | 5 | 39 |

**Employee expenses by each division.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Division | 1 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee** | **Meals Expense** | **Phone Expense** | **Gas Expense** | **Hotel Expense** | **Misc Expense** | **Airfare Expense** | **Total Expenses** |
| Brown | $145.36 | $48.69 | $75.65 | $119.25 | $65.48 | $450.25 | $904.68 |
| Knauf | $56.36 | $148.25 | $141.82 | $258.32 | $69.23 | $957.45 | $1,631.43 |
| Leminsky | $147.25 | $19.07 | $67.33 | $0.00 | $0.00 | $0.00 | $233.65 |
| Zorio | $67.23 | $107.25 | $61.70 | $150.48 | $0.00 | $250.12 | $636.78 |
| **Grand Total** | **$416.20** | **$323.26** | **$346.50** | **$528.05** | **$134.71** | **$1,657.82** | **$3,406.54** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Division | 2 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee** | **Meals Expense** | **Phone Expense** | **Gas Expense** | **Hotel Expense** | **Misc Expense** | **Airfare Expense** | **Total Expenses** |
| Blatt | $47.89 | $44.70 | $108.93 | $0.00 | $450.88 | $0.00 | $652.40 |
| Chidester | $158.36 | $46.99 | $80.77 | $450.98 | $1,520.32 | $259.89 | $2,517.31 |
| Jacober | $157.40 | $14.07 | $117.50 | $0.00 | $0.00 | $0.00 | $288.97 |
| Nyu | $64.75 | $159.89 | $249.34 | $250.74 | $0.00 | $801.99 | $1,526.71 |
| **Grand Total** | **$428.40** | **$265.65** | **$556.54** | **$701.72** | **$1,971.20** | **$1,061.88** | **$4,985.39** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Division | 3 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee** | **Meals Expense** | **Phone Expense** | **Gas Expense** | **Hotel Expense** | **Misc Expense** | **Airfare Expense** | **Total Expenses** |
| Barnes | $154.98 | $109.23 | $126.98 | $0.00 | $45.69 | $806.57 | $1,243.45 |
| Gatchell | $56.12 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $56.12 |
| Nussbaum | $65.70 | $87.89 | $190.08 | $0.00 | $0.00 | $0.00 | $343.67 |
| Pixley | $189.98 | $45.98 | $134.91 | $250.98 | $56.99 | $125.98 | $804.82 |
| Vorse | $139.75 | $257.45 | $38.78 | $0.00 | $0.00 | $99.99 | $535.97 |
| **Grand Total** | **$606.53** | **$500.55** | **$490.75** | **$250.98** | **$102.68** | **$1,032.54** | **$2,984.03** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Division | 4 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee** | **Meals Expense** | **Phone Expense** | **Gas Expense** | **Hotel Expense** | **Misc Expense** | **Airfare Expense** | **Total Expenses** |
| Dixon | $125.00 | $69.08 | $47.62 | $0.00 | $0.00 | $0.00 | $241.70 |
| Hopkins | $789.95 | $252.04 | $128.00 | $0.00 | $1,500.48 | $1,750.27 | $4,420.74 |
| Kinyon | $145.25 | $19.99 | $75.39 | $99.99 | $26.48 | $99.99 | $467.09 |
| Knott | $45.87 | $25.98 | $28.16 | $0.00 | $0.00 | $0.00 | $100.01 |
| **Grand Total** | **$1,106.07** | **$367.09** | **$279.17** | **$99.99** | **$1,526.96** | **$1,850.26** | **$5,229.54** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Division | 5 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Employee** | **Meals Expense** | **Phone Expense** | **Gas Expense** | **Hotel Expense** | **Misc Expense** | **Airfare Expense** | **Total Expenses** |
| Aguayo | $159.78 | $40.99 | $63.10 | $0.00 | $5.98 | $1,802.78 | $2,072.63 |
| Caldwell | $258.78 | $19.99 | $118.02 | $302.98 | $54.69 | $0.00 | $754.46 |
| Cruce | $160.80 | $14.07 | $56.32 | $0.00 | $0.00 | $0.00 | $231.19 |
| Friot | $159.00 | $99.99 | $139.39 | $199.99 | $45.69 | $129.98 | $774.04 |
| Pizana | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| Repetto | $74.60 | $457.98 | $75.39 | $650.23 | $0.00 | $102.48 | $1,360.68 |
| **Grand Total** | **$812.96** | **$633.02** | **$452.22** | **$1,153.20** | **$106.36** | **$2,035.24** | **$5,193.00** |

**Column chart that compares gas, hotel, airfare, and meal expenses for each division.**

**Employees from each division miles he/she drove last week.**

|  |  |  |
| --- | --- | --- |
| **Division** | **Last Name** | **Total Actual Mileage** |
| **1** | Brown | 591 |
|  | Knauf | 1108 |
|  | Leminsky | 526 |
|  | Zorio | 482 |
| **1 Total** |  | **2707** |
| **2** | Blatt | 851 |
|  | Chidester | 631 |
|  | Jacober | 918 |
|  | Nyu | 1948 |
| **2 Total** |  | **4348** |
| **3** | Barnes | 992 |
|  | Gatchell | 0 |
|  | Nussbaum | 1485 |
|  | Pixley | 1054 |
|  |  |  |
|  | Vorse | 303 |
| **3 Total** |  | **3834** |
| **4** | Dixon | 372 |
|  | Hopkins | 1000 |
|  | Kinyon | 589 |
|  | Knott | 220 |
| **4 Total** |  | **2181** |
| **5** | Aguayo | 493 |
|  | Caldwell | 922 |
|  | Cruce | 440 |
|  | Friot | 1089 |
|  | Pizana | 0 |
|  | Repetto | 589 |
| **5 Total** |  | **3533** |

I hope my expense report helped. If you have any questions or concerns, please contact me by email: [plhmr6@mail.umsl.edu](mailto:plhmr6@mail.umsl.edu).