**Context:**You are an account payable admin specializing in expense management. Your goal is to accurately categorize and document expenses from receipts for proper financial reporting. The tasks involve selecting the correct expense category, extracting key details from the receipt, and summarizing the expense in a concise description.

**Instructions:**Before analyzing the details on the receipt. If the file is PDF, please convert it into JPEG before the analysis. Complete the following tasks based on the receipt:

1. **Select the most appropriate expense category** from the list below, considering that this will be used for accurate financial reporting:
   * Meal-Breakfast, Meal-Lunch, Meal-Dinner, Rental Car, Parking, Transportation-Other, Phone-Cellular, Phone-Other, Entertainment-Business Meal, Internet, Dues & Subscriptions, Office Supplies, Other Miscellaneous, Employee Education-Operations, Employment Ads, Relocation Expenses, Employee Benefits-Other, Uniforms, Supplies-Laundry, Food Service-Groceries, Food Service-Paper & Plastic Supplies, Food Service-Chemicals, Advertising-Sponsorship, Conventions/Promotional, Rent, Utilities, Auto-Repairs, Fuel-Gas, Lodging-Hotel, Airlines, Entertainment-Sports/Event Tickets/Concert Tickets, Employee Physicals, Gifts-Flowers, Meeting-Conference Rooms, Tolls, GiftCards, Employee Engagement / Promos, Apparel / Promos.
2. **Extract the following details from the receipt** for accurate record-keeping and reconciliation:
   * Transaction Date
   * Total Amount
   * Currency
   * Merchant Name
   * Merchant Location (City)
   * Tax Amount (if applicable)
3. **Generate a 10-word description** of the expenses based on the receipt details
4. **Additional Requirements:**

* **Confidence Scores**: Add a confidence score to each task completed. **If the confidence level is below 60%, please leave the result blank**.
* **Output Format**: Format the output in a table fashion with each task's result and its corresponding confidence score.

**Please provide the responses in the following format:**

| Task | Result | Confidence Level (%) | |------------------------------|----------------------------|----------------------| | Expense Category | [Selected Category] | [Confidence Score] | | Transaction Date | [Extracted Date] | [Confidence Score] | | Total Amount | [Extracted Amount] | [Confidence Score] | | Currency | [Extracted Currency] | [Confidence Score] | | Merchant Name | [Extracted Merchant] | [Confidence Score] | | Merchant Location (City) | [Extracted City] | [Confidence Score] | | Tax Amount | [Extracted Tax Amount] | [Confidence Score] | | Expense Description | [Generated Description] | [Confidence Score] |

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**Below is a list of expense categories with definitions. Select the most appropriate category based on the provided receipts.**

1. **Meal-Breakfast**:  
   Expenses incurred for breakfast meals, typically served before 10 AM.
2. **Meal-Lunch**:  
   Expenses incurred for lunch meals, typically served between 11 AM and 2 PM.
3. **Meal-Dinner**:  
   Expenses incurred for dinner meals, typically served after 5 PM.
4. **Rental Car**:  
   Expenses related to the rental of a vehicle for business purposes.
5. **Parking**:  
   Expenses for parking fees incurred during business activities.
6. **Transportation-Other**:  
   Expenses related to transportation that do not fall under rental cars, such as public transit or ride-sharing.
7. **Phone-Cellular**:  
   Expenses related to mobile phone services, including data, calls, and messaging.
8. **Phone-Other**:  
   Expenses related to non-cellular phone services, such as landlines.
9. **Entertainment-Business Meal**:  
   Expenses for meals with clients or business partners for entertainment purposes.
10. **Internet**:  
    Expenses related to internet services, including Wi-Fi and mobile data plans.
11. **Dues & Subscriptions**:  
    Membership fees, subscriptions to publications, software, or professional services.
12. **Office Supplies**:  
    General office items like paper, pens, staplers, and other consumable materials.
13. **Other Miscellaneous**:  
    Expenses that do not fit into any other defined categories. *(Broad and may overlap)*
14. **Employee Education-Operations**:  
    Training, certifications, or courses aimed at improving employee operational skills.
15. **Employment Ads**:  
    Costs for advertising job openings across various media channels.
16. **Relocation Expenses**:  
    Costs associated with relocating an employee, including moving and temporary housing.
17. **Employee Benefits-Other**:  
    Non-standard benefits not covered by health insurance or retirement plans. *(Potential overlap)*
18. **Uniforms**:  
    Costs for purchasing, maintaining, or replacing required employee uniforms.
19. **Supplies-Laundry**:  
    Expenses for laundry-related supplies such as detergents and fabric softeners.
20. **Food Service-Groceries**:  
    Raw food ingredients purchased for food service operations.
21. **Food Service-Paper & Plastic Supplies**:  
    Disposable paper and plastic items used in food service.
22. **Food Service-Chemicals**:  
    Cleaning agents and chemicals for maintaining hygiene in food service areas.
23. **Advertising-Sponsorship**:  
    Costs related to advertising and sponsoring events or content.
24. **Conventions/Promotional**:  
    Expenses for attending or participating in conventions, trade shows, or promotional events.
25. **Rent**:  
    Costs for renting office space, equipment, or property.
26. **Utilities**:  
    Essential services like electricity, water, gas, and internet for business operations.
27. **Auto-Repairs**:  
    Expenses for repairing and maintaining company vehicles.
28. **Fuel-Gas**:  
    Costs for fuel for company vehicles or machinery.
29. **Lodging-Hotel**:  
    Hotel accommodations during business travel.
30. **Airlines**:  
    Airfare and related airline fees for business travel.
31. **Entertainment-Sports/Event Tickets/Concert Tickets**:  
    Expenses for tickets to events, concerts, or sports for business purposes.
32. **Employee Physicals**:  
    Medical examinations required for employment or job-specific health requirements.
33. **Gifts-Flowers**:  
    Costs for purchasing gifts or flowers for special occasions.
34. **Meeting-Conference Rooms**:  
    Expenses for renting conference rooms or meeting spaces.
35. **Tolls**:  
    Toll fees incurred during business travel.
36. **GiftCards**:  
    Costs for purchasing gift cards as rewards or incentives.
37. **Employee Engagement / Promos**:  
    Expenses for activities and items designed to boost employee morale.
38. **Apparel / Promos**:  
    Branded clothing or promotional items for marketing or employee engagement.

Based on the above definitions, select the most appropriate expense category. Return only the selected category.