Employee Expense Reports - December 2023

Summit Digital Solutions, Inc.

Period: December 1-31, 2023

Generated: January 5, 2024

1. Executive Summary

This report summarizes employee expense submissions and reimbursements for Summit Digital Solutions, Inc. for December 2023. Total approved expenses were $247,832.14 across 385 employees, representing a 12% increase from November 2023, primarily due to year-end client meetings and technology conference attendance.

2. Expense Categories Breakdown

2.1 Travel & Transportation

- Air Travel: $89,456.23

- Ground Transportation: $18,234.56

- Mileage Reimbursement: $12,567.89

- Parking & Tolls: $4,123.45

Subtotal: $124,382.13

2.2 Lodging & Accommodations

- Hotel Stays: $45,678.90

- Extended Stay Arrangements: $12,345.67

Subtotal: $58,024.57

2.3 Technology & Equipment

- Software Licenses: $15,678.90

- Hardware/Peripherals: $8,234.56

- Mobile Device Plans: $5,678.90

Subtotal: $29,592.36

2.4 Client Relations

- Business Meals: $18,456.78

- Entertainment: $4,567.89

- Corporate Gifts: $2,345.67

Subtotal: $25,370.34

2.5 Professional Development

- Conference Registration: $7,234.56

- Training Materials: $3,228.18

Subtotal: $10,462.74

3. Department Allocation

3.1 Technical Delivery

- Cloud Solutions: $45,678.90

- IoT Integration: $38,234.56

- AI/ML Development: $42,567.89

Total: $126,481.35

3.2 Client Services

- Account Management: $35,678.90

- Implementation Support: $28,234.56

- Customer Success: $22,567.89

Total: $86,481.35

3.3 Corporate Functions

- Sales & Marketing: $18,234.56

- Finance & Administration: $8,567.89

- Human Resources: $8,066.99

Total: $34,869.44

4. Policy Compliance

4.1 Submission Statistics

- Total Expense Reports Submitted: 412

- Approved Reports: 398

- Rejected Reports: 14

- Average Processing Time: 3.2 days

4.2 Policy Exceptions

- Pre-approval Violations: 3

- Documentation Deficiencies: 8

- Policy Limit Overages: 5

Total Exceptions: 16 (3.9% of submissions)

5. Notable Items

5.1 High-Value Transactions

Enterprise AI Summit (San Francisco)

- Attendees: 5 senior technical staff

- Total Cost: $28,456.78

Year-End Client Strategy Sessions

- Location: Chicago, Boston, Atlanta

- Total Cost: $32,567.89

5.2 Recurring Expenses

- Cloud Platform Subscriptions: $8,234.56

- Enterprise Software Licenses: $6,789.23

- Mobile Device Plans: $5,678.90

6. Reconciliation Status

6.1 Payment Processing

- Processed via ACH: $225,678.90

- Corporate Card Settlements: $22,153.24

Total Disbursed: $247,832.14

6.2 Outstanding Items

- Pending Approval: $12,345.67

- In Processing: $8,567.89

-       Disputed Transactions: $2,345.67

Total Outstanding: $23,259.23

7. Certification

The undersigned hereby certifies that all expenses reported herein have been reviewed for compliance with Summit Digital Solutions, Inc.'s expense policies and procedures, and are accurate to the best of our knowledge.

Prepared by:

/s/ Jennifer Martinez

Jennifer Martinez

Senior Financial Analyst

Date: January 5, 2024

Reviewed by:

/s/ David Thompson

David Thompson

Controller

Date: January 5, 2024

Approved by:

/s/ Sarah Blackwell

Sarah Blackwell

Chief Operating Officer

Date: January 5, 2024

8. Legal Disclaimer

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