**Week 2 – Case study: Expense Claims BN2230 Business Analytics in practice**

InVision plc is a small IT consultancy that operates in Leamington Spa but has clients in the greater Midlands area and in the South East. Its consultants regularly visit the company’s clients in their locations and as such the company as a whole incurs a number of travel-related expenses. These expenses are in the discretion of each consultant and are originally paid by the individual consultant and then claimed back from the company. The company classifies these expenses in three broad categories, namely:

* Travel – costs related to transportation, denoted as T
* Subsidence – costs related to client lunches and dinners, denoted as S
* Accommodation – costs related to consultant’s overnight room and board, denoted as A

InVision plc has provided you a record of the expense claims made by its consultants over the past quarter and has asked for your insights on the data. Answer the following:

1. Provide a summary of expense claim amounts by month and by type of expense.

2. Are there any interesting patterns arising from the analysis?

3. How are the payments of expenditures divided among the company credit card facilities and cash?

4. The company has introduced a new policy from the start of January that expenses over £70 should be paid by credit card. Has the new been communicated effectively?

[the relevant data is provided in Expense Claims\_Week2.xlsx found in BlackBoard]