



# Expense Management Information Sheet

Dashboard Created by: [Sy Soni](#)

**Data Source:**

- Data Visualization Test File - Excel

**Dataset:**

- Time and expense data
- Expense budget per leader

**Expense List:**

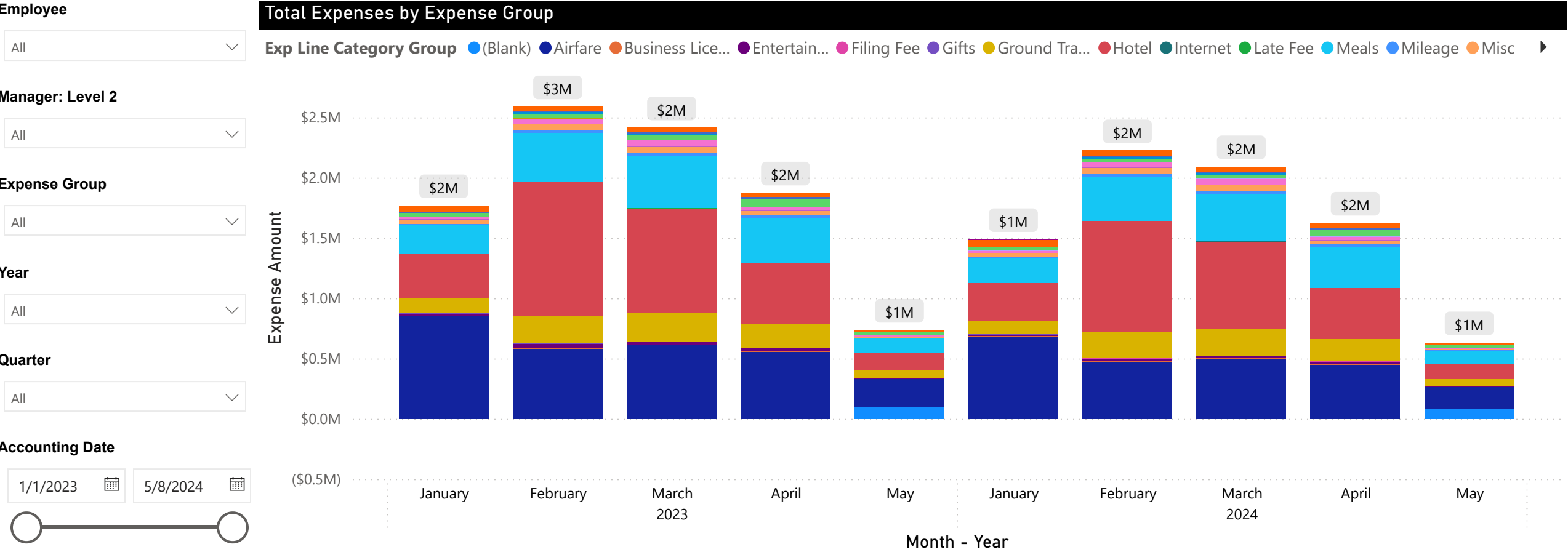
- Airfare
- Business Licenses and Fees
- Entertainment
- Filing Fee
- Gifts
- Ground Transportation
- Hotel
- Internet
- Late Fees
- Meals
- Mileage
- Misc
- Office Supplies
- Parking
- Phone
- Print & Copying
- Relocation
- Shipping
- Subscriptions
- Team Activity
- Training
- Travel Fee
- Tuition



Expense Metrics

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<div>\$16,254,000</div> <div>Total Budget</div>	<div>\$17,435,293</div> <div>Total Expenses</div>	<div>107.3%</div> <div>Percent of Budget</div>	<div>\$12,569,742</div> <div>Total Q1 Expenses</div>	<div>\$4,865,550</div> <div>Total Q2 Expenses</div>
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Quarterly Expenses by Category			
Exp Line Category Group	Qtr 1	Qtr 2	Total
Hotel	4,317,364.52	1,201,159.32	5,518,523.85
Airfare	3,706,975.47	1,418,149.62	5,125,125.09
Meals	2,032,396.19	929,074.11	2,961,470.31
Ground Transportation	1,108,577.07	500,580.05	1,609,157.12
Travel Fee	277,938.57	101,139.41	379,077.98
Misc	266,916.45	88,646.82	355,563.27
Subscriptions	181,071.06	158,818.45	339,889.51
Parking	203,795.35	73,504.98	277,300.33
Mileage	126,571.15	65,275.29	191,846.44
	-4,240.41	182,882.45	178,642.04
Entertainment	112,285.90	47,478.40	159,764.30
Total	12,569,742.30	4,865,550.20	17,435,292.50

Quarterly Expenses by Employee			
Manager Name (Level 2)	Qtr 1	Qtr 2	Total
Emp Name 745	6,151,457.49	2,478,674.09	8,630,131.58
Emp Name 325	1,964,176.05	799,099.37	2,763,275.42
Emp Name 71	1,940,012.67	707,756.77	2,647,769.44
Emp Name 409	1,773,463.49	665,734.07	2,439,197.56
Emp Name 74	528,138.42	132,742.86	660,881.28
Emp Name 717	150,415.27	69,040.99	219,456.26
Emp Name 684	43,652.57	6,217.32	49,869.88
Emp Name 859	18,426.32	6,284.74	24,711.07
Total	12,569,742.30	4,865,550.20	17,435,292.50

Quarterly Budget by Manager - 2024						
Manager Name (Level 2)	Total Q1 Budget	Total Q2 Budget	Total Q3 Budget	Total Q4 Budget	Total Budget	% Grand Total Budget
Emp Name 745	\$2,159,600	\$1,851,800	\$1,851,800	\$1,851,800	\$7,715,000	47.47%
Emp Name 71	\$858,200	\$736,600	\$736,600	\$736,600	\$3,068,000	18.88%
Emp Name 325	\$805,000	\$691,000	\$691,000	\$691,000	\$2,878,000	17.71%
Emp Name 409	\$725,200	\$622,600	\$622,600	\$622,600	\$2,593,000	15.95%
Total	\$4,548,000	\$3,902,000	\$3,902,000	\$3,902,000	\$16,254,000	100.00%