

# January Expense Report

Company Name: [Insert Company Name Here]

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# Summary

## Executive Summary

[Insert Executive Summary Here]

**Total Amount Spent:** \$18,295.00

## Top 5 Expenses

Category	Amount Spent	Percentage of Total
Meals	\$11,605.00	63.43
Professional Development	\$4,000.00	21.86
Office Supplies	\$1,550.00	8.47
Travel	\$840.00	4.59
Utilities and Services	\$200.00	1.09

**Total Number of Employees Included:** 5

## Top 5 Expense Categories by Total Spend

Category	Total Spent	Percentage of Total
Meals	\$11,605.00	63.43
Professional Development	\$4,000.00	21.86
Office Supplies	\$1,550.00	8.47
Travel	\$840.00	4.59
Utilities and Services	\$200.00	1.09

## Trends in Expense Data

[Insert Trends in Expense Data Here]

## Expense Details

### Meals

Employee Amount Spent Percentage of Total Han Solo \$25.00 0.22%  
Han Solo \$3,000.00 25.85% Mandalorian \$7,500.00 64.63% Luke  
Skywalker \$200.00 1.72% Princess Leia \$280.00 2.41% Yoda \$500.00  
4.31% Mandalorian \$100.00 0.86%

### Professional Development

Employee Amount Spent Percentage of Total Han Solo \$4,000.00  
100.00%

### Office Supplies

Employee Amount Spent Percentage of Total Princess Leia \$1,500.00  
96.77% Luke Skywalker \$50.00 3.23%

### Travel

Employee Amount Spent Percentage of Total Han Solo \$100.00 11.90%  
Princess Leia \$150.00 17.86% Luke Skywalker \$80.00 9.52% Han Solo  
\$60.00 7.14% Yoda \$200.00 23.81% Mandalorian \$250.00 29.76%

### Utilities and Services

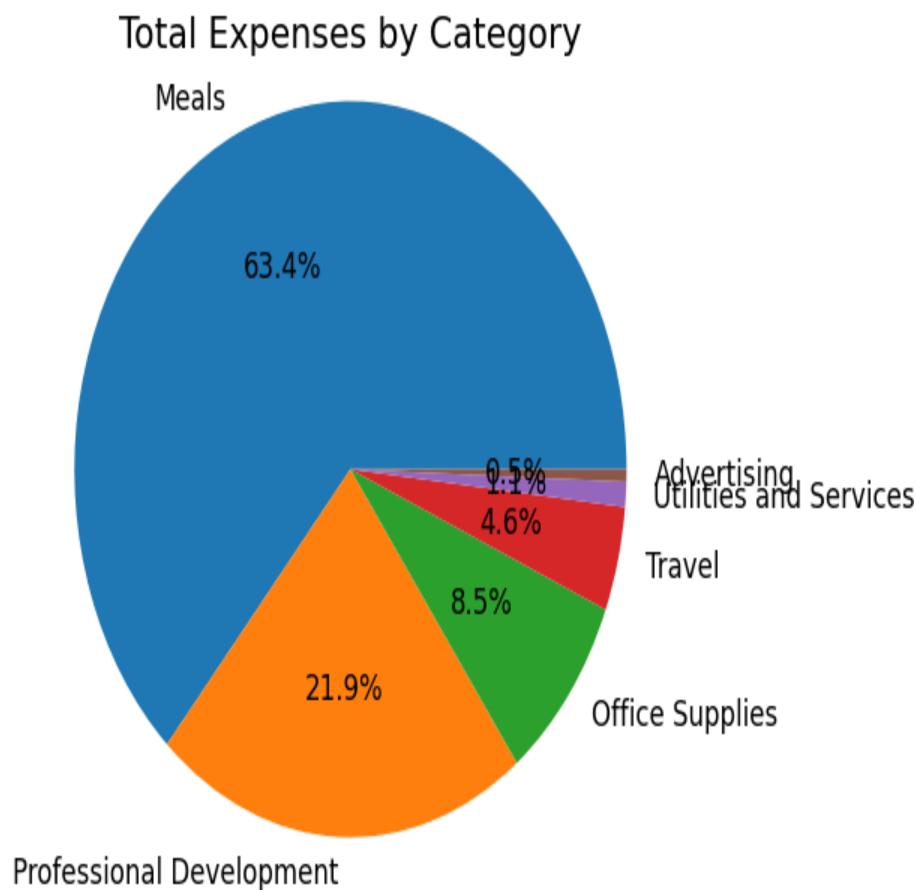
Employee	Amount Spent	Percentage of Total
Han Solo	\$100.00	50.00%
Princess Leia	\$100.00	50.00%

Advertising

Employee	Amount Spent	Percentage of Total
Han Solo	\$100.00	100.00%

# Charts and Graphs

## Total Expenses by Category



## Total Expenses by Employee

Total Expenses by Employee

