

# April's 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 Expense Categories by Total Spend

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 Transactions

Emp#	Employee	Category	Date	Amount	Details
5	Mandalorian	Meals	2023-04-07	\$7,500.00	Company dinner party
1	Han Solo	Professional Development	2023-04-04	\$4,000.00	PHD
1	Han Solo	Meals	2023-04-02	\$3,000.00	Dinner with client
2	Princess Leia	Office Supplies	2023-04-01	\$1,500.00	Weekend trip
4	Yoda	Meals	2023-04-05	\$500.00	Dinner with clients

# Trends in Expense Data

[Insert Trends in Expense Data Here]

# Expense Details

## Meals

Emp#	Employee	Category	Date	Amount	Details
1	Han Solo	Meals	2023-04-01 00:00:00	\$25.00	Lunch with client
1	Han Solo	Meals	2023-04-02 00:00:00	\$3,000.00	Dinner with client
5	Mandalorian	Meals	2023-04-07 00:00:00	\$7,500.00	Company dinner party
3	Luke Skywalker	Meals	2023-04-03 00:00:00	\$200.00	Lunch with client
2	Princess Leia	Meals	2023-04-03 00:00:00	\$280.00	Dinner with client
4	Yoda	Meals	2023-04-05 00:00:00	\$500.00	Dinner with clients
5	Mandalorian	Meals	2023-04-08 00:00:00	\$100.00	Lunch

## Professional Development

Emp#	Employee	Category	Date	Amount	Details
1	Han Solo	Professional Development	2023-04-04 00:00:00	\$4,000.00	PHD

## Office Supplies

Emp#	Employee	Category	Date	Amount	Details
2	Princess Leia	Office Supplies	2023-04-01 00:00:00	\$1,500.00	Weekend trip
3	Luke Skywalker	Office Supplies	2023-04-04 00:00:00	\$50.00	Ink cartridges

## Travel

Emp#	Employee	Category	Date	Amount	Details
1	Han Solo	Travel	2023-04-01 00:00:00	\$100.00	Mileage reimbursement
2	Princess Leia	Travel	2023-04-02 00:00:00	\$150.00	Mileage reimbursement
3	Luke Skywalker	Travel	2023-04-02 00:00:00	\$80.00	Mileage reimbursement
1	Han Solo	Travel	2023-04-04 00:00:00	\$60.00	Mileage reimbursement
4	Yoda	Travel	2023-04-08 00:00:00	\$200.00	Breakfast with client

5	Mandalorian	Travel	2023-04-08 00:00:00	\$250.00	Weekend trip
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## Utilities and Services

Emp#	Employee	Category	Date	Amount	Details
1	Han Solo	Utilities and Services	2023-04-04 00:00:00	\$100.00	Internet
2	Princess Leia	Utilities and Services	2023-04-04 00:00:00	\$100.00	Internet

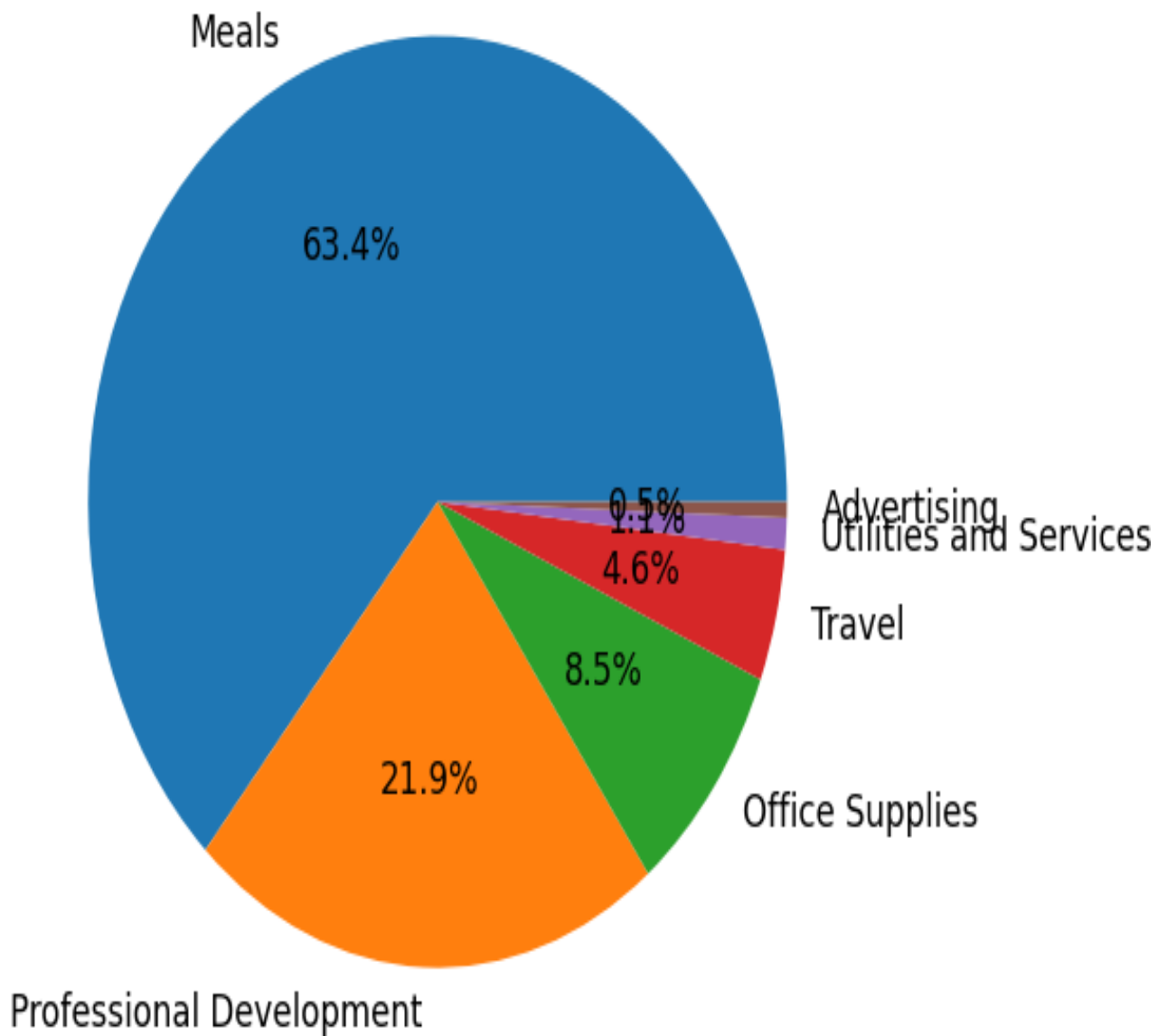
## Advertising

Emp#	Employee	Category	Date	Amount	Details
1	Han Solo	Advertising	2023-04-04 00:00:00	\$100.00	Newspaper ad

# Charts & Graphs

**Total Expenses by Category**

## Total Expenses by Category



## Total Expenses by Employee



Total Expenses by Employee

