

Expense Report Summary

Thank you for submitting your expense report titled Project Titan on 3/15/2017 for \$765.86. This brings your total year-to-date expenses to \$14,995.55. Congratulations on going 90 days without a single flagged expense. Your airline and lodging expenses are right in-line with your peers, but you might want to take a closer look at taxi/transportation expenses.

While your airline expenses are close to average, we hope you will consider booking flights more in advance of flight time. Your expenses continue to be right in-line with averages and we appreciate all your efforts to work within firm guidelines.

Did you know?

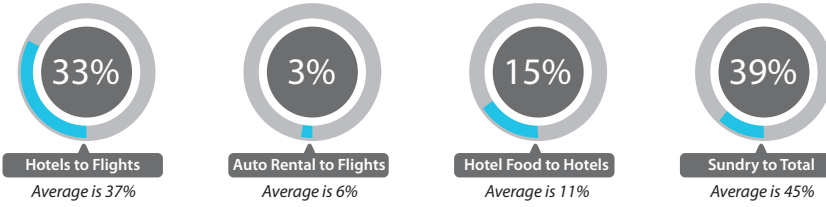
Employees may volunteer to receive airline compensation for relinquishing seats on over-booked flights only if they are traveling outside normal working hours and/or the trip delay will not result in an interruption or loss of business.

We appreciate all of your efforts to work within company guidelines. Have a great week!

Search Expense Reports All Categories Search Click to View Historical Expense Reports

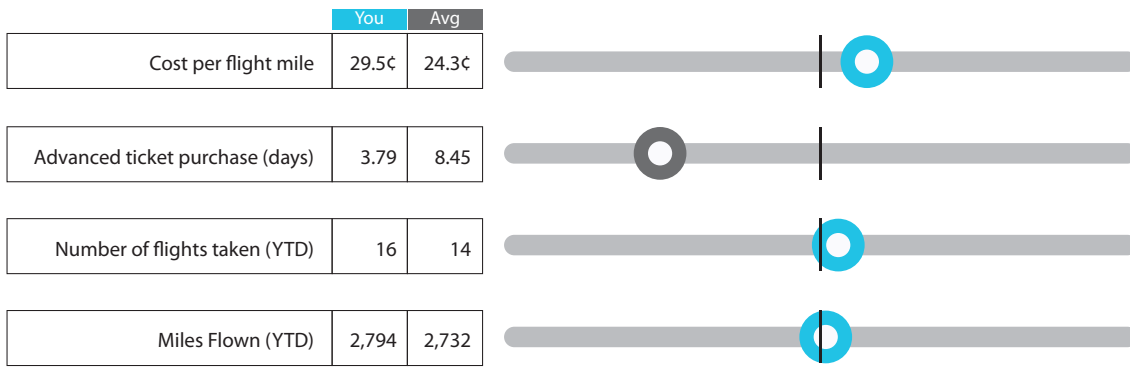
Grade Expense Ratios My Expense Breakdown

A

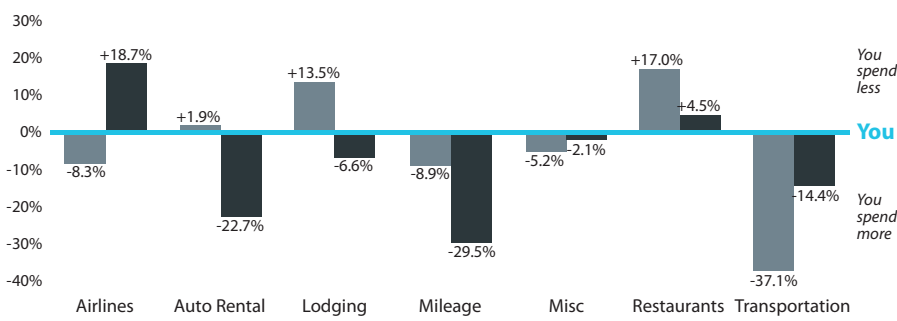


	1/15/2017	YTD
Airlines	\$454.85	\$9,472.65
Amusement		\$362.54
Associations		\$44.00
Auto Rental		\$305.12
Business Services		
Cleaning		
Clothing		
Contracted Services		
Education		\$109.99
Hotel/Motel	\$134.05	\$3,109.22
Mileage		\$102.09
Miscellaneous	\$42.00	\$454.54
Personal Services		\$34.45
Publishing		
Repair		
Restaurants	\$56.12	\$465.88
Retail		
Service Providers		
Telecom/Data	\$9.50	\$222.09
Transportation	\$69.34	\$312.98
Utilities		
Wholesale Trade		
Total	\$765.86	\$14,995.55

Flight Statistics



Staff Classification Comparison



Expense Status

	Year To Date				
	30	45	60	75	90
My Amex Payment Delinquencies	1	0	1	0	0
Expense Report Filing Delinquencies	4	1	0	0	0

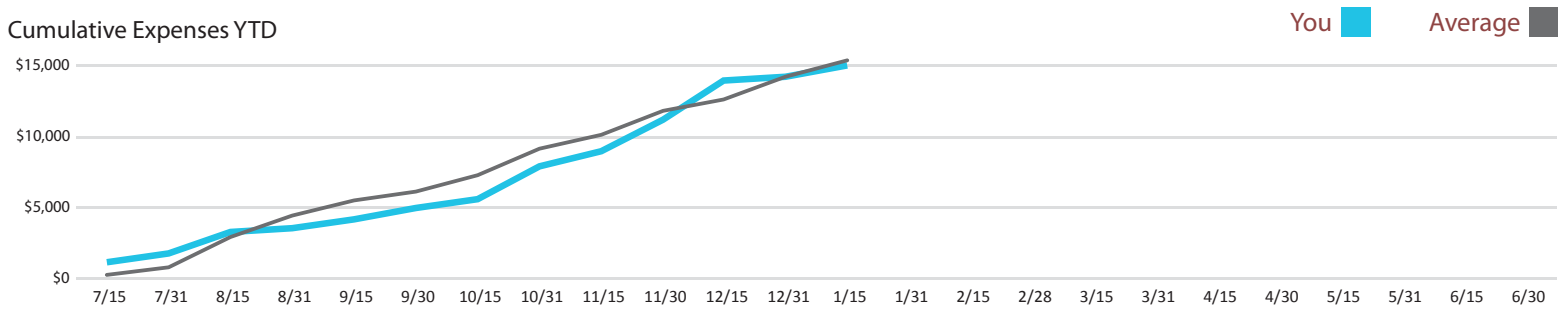
Expense Reports Submitted = 13
 Expenses Flagged/Reviewed for Compliance = 3
 Expenses Determined Outside Compliance = 1
 Expense Reports Triggered for Audit = 0
 Expenses Submitted With Blocked Vendors = 0

Lodging Statistics

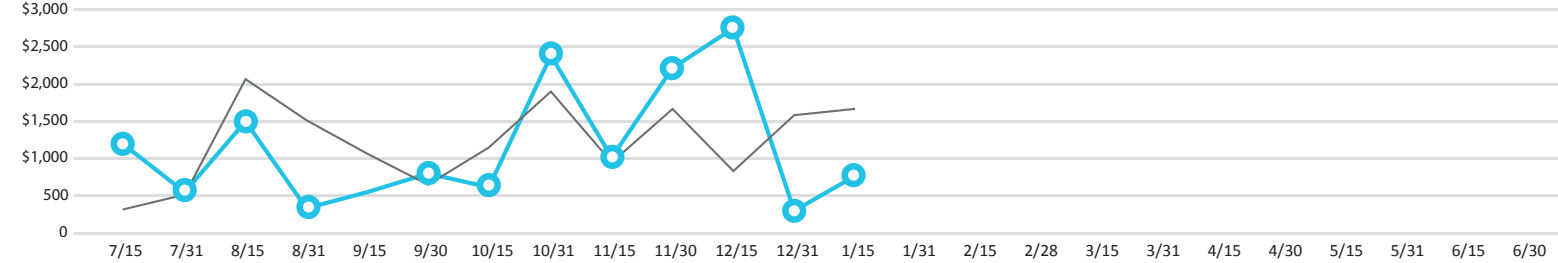
Top 5 Cities Visited		Visits	Top 5 Hotels Used		Visits
1. Boston, MA	12	1	1. Marriott	17	
2. New York, NY	5	1	2. Hilton	3	
3. Providence, RI	1				
4. Bridgeport, CT	1				
5. Stamford, CT	1				

	You	Avg
Total Hotel Nights	20	14
Average Days Per Trip	2.5	3.1
Average Total Cost Per Day	\$155	\$185
Total Days Traveling	50	43.4
Average Food Per Trip Day	\$13.24	\$14.50

Expenses Over Time



Expenses by Reporting Period



Compliance

Expense Items Submitted	In Compliance	In General Compliance	Flagged for Review	Not In Compliance	Days to No Flags in Reports
285	270	10	5	0	90