



What is kept, what is impossible

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Fictional document

Fictional document — demonstration example

This document is produced by the Blue Lemon Agent website to illustrate what an AI agent hands to its users. The companies, matters, amounts and people in it are invented. It has no legal, accounting or commercial value.

Fictional document, produced for demonstration. **A question put to an employee does not constitute a precedent.** An employee asked for a clarification in March must not be "the employee we already had to ask" in October.

Item	Kept?	Why
The claim	Yes	Basis of reimbursement
Its receipts	Yes	Accounting document
The gap recorded and its family	Yes	Attached to the claim, not the person
The question asked and the answer	Yes, attached to that claim	Justifying an approval
The approver's decision	Yes	Traceability
The dates	Yes	Reimbursement times
Spend profile per employee	Impossible	Would measure the job held

Item	Kept?	Why
Gap frequency per person	Impossible	Would constitute a precedent
Ranking	Impossible	Would circulate
Trace of a question beyond the claim	Impossible	Same reason

What the monthly summary contains

Content	What it indicates
Reimbursement times	The gap to the stated time
Types of spend outside the policy	Lines to add
Causes of illegible receipts	A screen to fix
Approval bottlenecks	A deputy to appoint

All four indicators concern the process. None descends to the level of a person, and that is what makes them usable in a meeting without putting anyone in difficulty.

To be set by the company

Retention period for claims and their receipts: _____ months

Retention period for questions asked and answers: _____ months

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