

# Corporate Credit Card Statement Reimbursement

## Employee Details

EMPLOYEE NAME	John Doe	EMPLOYEE ID	AC12345
DEPARTMENT	Finance	DESIGNATION	Senior Accountant
CLAIM PERIOD	01-Jun-2024 to 30-Jun-2024	CARD NUMBER (LAST 4)	5678

## Statement Summary

STATEMENT DATE	05-Jul-2024	TOTAL AMOUNT	\$2,350.00
AMOUNT TO BE REIMBURSED	\$2,100.00	PERSONAL CHARGES	\$250.00

## Expense Details

DATE	DESCRIPTION	VENDOR	AMOUNT (USD)	CATEGORY	REMARKS
03-Jun-2024	Hotel Accommodation	Marriott	620.00	Travel	Project Visit
10-Jun-2024	Client Lunch	City Diner	110.00	Meals	With ABC Corp
16-Jun-2024	Flight Tickets	United Airlines	950.00	Travel	NY Conference
22-Jun-2024	Office Supplies	Office Depot	170.00	Supplies	Printer Cartridges
28-Jun-2024	Groceries	Target	250.00	Personal	Personal Expense (Non-reimbursable)

## Declaration

I hereby declare that the above-mentioned expenses have been incurred for official/business purposes and are in accordance with the company's reimbursement policies. Original receipts and credit card statement are attached for verification.

Employee Signature

Date: \_\_\_\_\_  
Approver Signature

Date: \_\_\_\_\_

## Important Notes

- Only business-related expenses, supported by original receipts, are eligible for reimbursement.
- Personal expenses must be clearly marked and will not be reimbursed.
- Ensure the credit card statement is attached along with supporting bills.
- Submitting incomplete or incorrect information may delay reimbursement processing.
- Approval from the immediate supervisor or department head is mandatory.