

Credit Card Expense Reconciliation Statement

Name of Cardholder: John Doe
Employee ID: EMP123456
Card Number (Last 4 digits): 5678
Statement Period: 01 May 2024 - 31 May 2024
Department: Finance

Expense Summary

Date	Merchant/Vendor	Description	Amount (USD)	Receipt Attached	Remarks
2024-05-04	ABC Hotel	Business Meeting Accommodation	250.00	Yes	-
2024-05-09	XYZ Flights	Flight Ticket to New York	400.00	Yes	-
2024-05-15	OfficeMart	Stationery Purchase	40.50	Yes	Approved by Manager
2024-05-28	Cafe Delight	Client Meeting Lunch	75.00	No	Receipt not available
			Total: 765.50		

Reconciliation & Certification

Total Statement Amount: 765.50
Less: Unreconciled Amount: 0.00
Net Amount Claimed: 765.50

I hereby certify that the above expenses were incurred for official business purposes and all supporting documents have been attached to the best of my knowledge.

Cardholder Signature

Verifier / Approver

Date

Important Notes

- All receipts must be attached for expenses claimed.
- Personal expenses are strictly not allowed on corporate cards.
- Unreconciled or disputed amounts should be clearly indicated with reasons.
- Timely submission of reconciliation statements is mandatory as per company policy.

- Falsification or omission may result in disciplinary action.