

Company Name

123 Business Road

City, State ZIP

Phone: (555) 123-4567

Credit Card Statement

Statement Date: 30 Jun 2024

Statement Period: 01 Jun 2024 – 30 Jun 2024

Cardholder Name:	Jane Doe	Card Number:	XXXX-XXXX-XXXX-1234
Department:	Finance	Account No.:	ACC-56789

Transaction Details

Date	Description	Category	Amount (USD)
03 Jun 2024	Office Supplies - ABC Stationery	Office Supplies	120.50
08 Jun 2024	Flight Ticket - Delta Airlines	Travel	580.00
15 Jun 2024	Client Lunch - Bistro Cafe	Meals & Entertainment	65.25
22 Jun 2024	Hotel Stay - Grand Hotel	Lodging	450.00
28 Jun 2024	Taxi - Metro Cabs	Transport	36.80

Statement Summary

Previous Balance	1,200.00
Payments	(1,000.00)
New Charges	1,252.55
New Balance	1,452.55
Payment Due Date	20 Jul 2024

Important Notes

- This statement is for business expenses incurred on the company credit card only.
- All receipts and supporting documents must be retained for reconciliation and audit purposes.
- Review and report any unauthorized transactions to the Finance Department immediately.
- Payments must be completed by the due date to avoid interest or late fees.
- Ensure expenses comply with company policies and approved expense categories.