

# Credit Card Statement for Expense Reports

Cardholder Name: John Doe

Card Number (Last 4): 1234

Reporting Period: 01/05/2024 - 31/05/2024

Statement Date: 01/06/2024

Department/Project: Marketing

## Statement Summary

Opening Balance: \$0.00

Total Charges: \$1,352.50

Payments/Credits: (\$500.00)

Ending Balance: \$852.50

## Transaction Details

Date	Merchant	Description	Amount	Expense Category	Notes
03/05/2024	Office Supplies Ltd.	Stationery purchase	\$120.00	Office Supplies	
10/05/2024	Airline Airlines	Flight to Berlin	\$800.00	Travel	Client meeting
15/05/2024	The Grand Hotel	Hotel stay	\$325.00	Lodging	
20/05/2024	CafÃ© Roma	Business lunch	\$52.50	Meals	With client
25/05/2024	Pharmaci Co.	Medical supplies	\$55.00	Medical	

## Important Notes

- This document must be reviewed and approved by your manager or relevant authority.
- Attach original receipts for all listed expenses for verification purposes.
- Edit only the as-needed fields; do not alter the overall structure of this statement.
- All expenses must comply with company policy and be properly categorized.
- Report any discrepancies or missing transactions to the finance department promptly.