

Itemized Credit Card Expense Report

Report Prepared For: John Doe

Credit Card Number: **** * 1234

Reporting Period: May 1, 2024 - May 31, 2024

Date Prepared: June 5, 2024

Date	Merchant / Vendor	Category	Description	Amount (\$)
05/02/2024	ABC Electronics	Office Supplies	Printer ink purchase	85.50
05/05/2024	Jet Travel	Travel	Flight to Chicago (business trip)	295.20
05/10/2024	Cafe Central	Meals & Entertainment	Client lunch meeting	64.75
05/15/2024	City Taxi	Transportation	Taxi fare from airport	34.00
05/21/2024	XYZ Office Mart	Office Supplies	Folders and notebooks	29.40
Total				508.85

Important Notes

- Attach all relevant receipts to support each expense item.
- Ensure descriptions clearly state the business purpose of each transaction.
- Submit the report by the required deadline as per company policy.
- Incorrect or incomplete reports may delay reimbursement processing.
- Personal expenses should not be included in this report.