

Bank Statement for Expense Reporting

Account Holder:

John Doe

Bank Name:

Example National Bank

Account Number:

1234567890

Statement Period:

01/06/2024 - 30/06/2024

Transaction Summary

Date	Description	Reference	Debit (Expense)	Credit	Balance	Category
01/06/2024	Opening Balance	-			5,000.00	-
03/06/2024	Office Supplies Purchase	INV-1487	120.00		4,880.00	Office Supplies
05/06/2024	Travel - Business Trip	TRV-0943	450.00		4,430.00	Travel
10/06/2024	Client Reimbursement	CR-0021		250.00	4,680.00	Reimbursement
16/06/2024	Internet Subscription	SUB-5681	80.00		4,600.00	Utilities
21/06/2024	Meal - Client Meeting	RCPT-3410	65.00		4,535.00	Entertainment
25/06/2024	Office Rent	RENT-2024/06	1,000.00		3,535.00	Rent
28/06/2024	Bank Interest	INT-7789		8.00	3,543.00	Interest
Totals			1,715.00	258.00		

Important Notes

- This format is for expense reporting and reconciliation purposes.
- All supporting receipts and documents should be attached for expense claims.
- Ensure dates, references, and categories match the original transaction records.
- Any discrepancies should be reported to the finance/accounts department immediately.
- Sensitive information such as full account numbers may be redacted when sharing externally.