

Corporate Credit Card Statement for Reimbursement

Cardholder Name:	Jane Doe	Employee ID:	123456
Department:	Finance	Credit Card No. (Last 4 digits):	9876
Statement Period:	01-Jun-2024 to 30-Jun-2024	Date of Submission:	05-Jul-2024

Transaction Details

Date	Merchant	Description	Expense Code	Amount (USD)	Receipt Attached
04-Jun-2024	Acme Hotels	Business Trip Accommodation	TRV101	420.00	Yes
08-Jun-2024	Delta Airlines	Flight to NYC (Client Meeting)	TRV201	320.00	Yes
13-Jun-2024	Staples	Office Supplies	OFF301	129.55	Yes
22-Jun-2024	Uber	Local Travel	TRV401	42.75	Yes
Total				912.30	

Important Notes

- Attach original receipts for all transactions to support reimbursement claims.
- Ensure expenses are in accordance with the company's reimbursement policy.
- Personal expenses made with the corporate card must be highlighted and excluded from reimbursement.
- Approval from the reporting manager is required prior to reimbursement processing.
- Incomplete documentation may cause delays in reimbursement.