

Credit Card Expense Statement

Cardholder Name:

Jane Doe

Card Number:

**** * 1234

Statement Period:

1 May 2024 - 31 May 2024

Department:

Marketing

Prepared By:

Jane Doe

Date Prepared:

5 June 2024

Expense Summary

Date	Vendor	Description	Amount (USD)	Receipt Attached
02-May-2024	ABC Supplies	Office Stationery	120.50	Yes
10-May-2024	XYZ Hotel	Business Accommodation	430.00	Yes
15-May-2024	EasyJet	Flight Ticket (London-Paris)	312.75	Yes
21-May-2024	WebinarPro	Online Conference Fee	60.00	Yes
28-May-2024	Caf�� Central	Client Lunch Meeting	85.20	Yes
Total			1008.45	

Supporting Documentation

- ABC Supplies Invoice #789A (Scanned Copy)
- XYZ Hotel Invoice #4567 (Scanned Copy)
- EasyJet E-ticket and payment confirmation
- WebinarPro Registration Confirmation Email
- Caf   Central Lunch Receipt (Scanned Copy)

Important Notes

- All expenses must be accompanied by valid supporting documentation such as receipts or invoices.
- Personal expenses should not be included; only business-related charges are permitted.
- Ensure all expense descriptions are clear and detailed for proper reporting and audit purposes.
- Submit statements for approval within the prescribed timeframe after the statement period ends.