

Credit Card Statement Summary

Cardholder Name

John Q. Public

Credit Card Number

1234

Statement Period

01 May 2024 – 31 May 2024

Statement Date

31 May 2024

Billing Address

101 Main Street, Suite 150,
Springfield, XY 10500

Account Number

99887766

Date	Description	Category	Amount (USD)
02-May-2024	Hotel Stay - ABC Inn	Lodging	320.00
04-May-2024	Flight Ticket - XYZ Airlines	Travel	558.50
06-May-2024	Meal - The Green Cafe	Meal	45.25
10-May-2024	Airport Taxi	Transport	32.00
15-May-2024	Office Supplies - PenWorld	Supplies	28.90
28-May-2024	Lunch Meeting - Luna Bistro	Meal	51.80
Total Statement Amount			1,036.45

Important Notes:

- Ensure all expenses claimed are within company policy and have appropriate supporting documents.
- Highlight or mark only business-related transactions on the submitted copy.
- Personal expenses must not be included for reimbursement.
- Mismatches or incomplete information may delay processing.
- This summary is for expense submission purposes only; keep the original statement for your records.