

Credit Card Statement Summary

Cardholder Name
John Q. Public
Credit Card Number
4567 8901 2345 6789 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.