

Credit Card Statement for Employee Expense Claims

Employee Name: _____

Employee ID: _____

Department: _____

Email: _____

Cardholder Name: _____

Card Number (Last 4): _____

Statement Period: _____

Date Submitted: _____

Transaction Details

Date	Merchant/Vendor	Description	Category	Amount (USD)	Receipts Attached	Claimable
2024-06-01	ABC Hotel	Business accommodation	Travel	350.00	Yes	Yes
2024-06-03	City Taxi	Airport transfer	Transport	40.00	Yes	Yes
2024-06-04	Delight Restaurant	Client lunch	Meals	75.25	No	No
2024-06-05	ABC Hotel	Personal minibar charges	Personal	18.50	Yes	No
2024-06-06	Office Supplies Inc.	Office stationery	Supplies	62.10	Yes	Yes

Total Claimed	\$452.10
Non-Claimable	\$93.75
Total Statement Amount	\$545.85

Important Notes

- All expenses claimed must be supported by valid receipts and fall within company policy.
- Personal expenses should not be claimed and must be clearly marked as non-claimable.
- Ensure all submitted information is accurate and consistent with the credit card statement.
- Claims may be subject to approval and additional verification by the finance department.
- Late or incomplete submissions may cause delays in reimbursement processing.