

# Itemized Expense Report

## Credit Card Statement

### Report Details

**Statement Period:** 01/06/2024 – 30/06/2024

**Cardholder Name:** Jane Doe

**Card Number (Last 4):** 1234

**Department:** Marketing

### Prepared By

**Name:** Jane Doe

**Title:** Marketing Specialist

**Date Prepared:** 03/07/2024

### Expense Details

Date	Description	Category	Vendor	Amount (USD)	Receipt Attached
02/06/2024	Flight to NYC	Travel	Delta Airlines	380.50	Yes
03/06/2024	Hotel Accommodation	Lodging	Hotel Gotham	600.00	Yes
05/06/2024	Client Lunch	Meals & Entertainment	CafÃ© Central	82.25	Yes
12/06/2024	Office Supplies	Supplies	Staples	41.70	No
20/06/2024	Taxi Fare	Transport	NYC Yellow Cab	37.60	Yes
<b>Total :</b>					<b>1,142.05</b>

### Important Notes

- Ensure all expenditures are accompanied by valid receipts whenever possible.
- Verify that all expenses comply with company policies and approval workflows.
- Retain this statement for your records and future audits.
- Report discrepancies or unauthorized transactions immediately.