

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	Café 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
				Total :	1,142.05

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.