

XYZ Corporation

Business Credit Card Statement
Period: June 1, 2024 – June 30, 2024
Account Number: XXXX-XXXX-XXXX-1234

Statement Summary

Previous Balance: \$5,250.00
Payments & Credits: \$2,500.00
Purchases & Charges: \$3,800.45
Interest/Fees: \$38.12
New Balance: \$6,588.57

EXPENSE BREAKDOWN BY CATEGORY

Date	Vendor	Description	Category	Amount (USD)
2024-06-03	Amazon Business	Office Supplies	Office Expenses	\$245.50
2024-06-07	Delta Airlines	Team Travel Flight	Travel	\$1,026.90
2024-06-08	Hilton Hotels	Hotel Accommodation	Travel	\$512.00
2024-06-12	Uber	Business Meeting Transport	Transportation	\$83.75
2024-06-15	Staples	Printer Ink	Office Expenses	\$128.35
2024-06-18	Zoom Video Comm.	Monthly Subscription	Communication	\$19.99
2024-06-21	Regus	Meeting Room Rental	Rent/Facility	\$220.00
2024-06-25	Shell Oil	Fuel for Business Car	Transportation	\$57.96
2024-06-28	Adobe	Creative Cloud License	Software	\$74.00
Total Office Expenses				\$373.85
Total Travel				\$1,538.90
Total Transportation				\$141.71
Total Communication				\$19.99
Total Rent/Facility				\$220.00
Total Software				\$74.00
Grand Total				\$2,368.45

IMPORTANT NOTES

- All transactions should be reviewed for accuracy and legitimate business purpose.
- Retain all receipts and supporting documents for audit and tax compliance.
- Categorize each expense correctly for clear financial reporting.
- Report any suspicious or unauthorized transactions immediately to the issuing bank.
- This statement breakdown aids in budget tracking and expense policy enforcement.