

Acme Corporation

Preformatted Credit Card Statement for Expense Approval

Cardholder Name: Jane Doe
Card Number: **** * 2345
Statement Period: 05/01/2024 – 05/31/2024

Employee ID: 001245
Department: Marketing
Submission Date: 06/05/2024

Date	Description	Merchant	Category	Amount (USD)	Receipt Attached
05/03/2024	Team lunch with clients	Bistro Cafe	Meals & Entertainment	85.50	Yes
05/10/2024	Online ad campaign	Google Ads	Advertising	350.00	Yes
05/15/2024	Office Supplies	Staples	Office Supplies	63.20	Yes
05/19/2024	Client meeting transportation	Uber	Transport	25.80	No
05/28/2024	Hotel accommodation	City Hotel	Travel	420.00	Yes
				Total	944.50

Employee Signature

Jane Doe
06/05/2024
Manager Approval

Date: _____

Important Notes:

- All expenses listed must comply with the company’s expense policy and guidelines.
- Receipts should be attached for every transaction, where possible.
- Approval signatures are required before reimbursement or settlement can proceed.
- Incomplete or unauthorized statements may result in reimbursement delays.
- This statement serves as documentation for both internal audit and compliance purposes.