

Reimbursement-Ready Credit Card Statement

Cardholder Name: Jane Doe
Card Number (last 4): 1234
Account Number: 9876543210
Statement Period: 01 Jun 2024 – 30 Jun 2024
Statement Date: 01 Jul 2024

Transaction Details

Date	Description	Merchant	Category	Amount (USD)
03 Jun 2024	Flight: NYC to SFO	Delta Airlines	Travel	350.00
05 Jun 2024	Hotel Stay	Hilton Union Square	Lodging	480.00
06 Jun 2024	Client Lunch	Perry's Restaurant	Meals & Entertainment	92.50
07 Jun 2024	Taxi: Hotel to Airport	Yellow Cab	Transport	36.25
Total				958.75

Summary

Previous Balance: 0.00
Payments Received: 0.00
New Charges: 958.75
Outstanding Balance: 958.75

Important Notes

- Ensure all receipts related to the above transactions are attached for reimbursement.
- Only business-related expenses are eligible for reimbursement; personal transactions should be excluded.
- All transaction descriptions and categories should be clear and accurate to facilitate approval.
- This statement is generated exclusively for reimbursement purposes; cross-verify with original receipts.
- Contact your finance department promptly in case of any discrepancies or missing information.