

# 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
<b>Total</b>				<b>958.75</b>

## 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.