

Credit Card Statement

Cardholder Name: John Doe
Employee ID: 123456
Department: Finance

Card Number: XXXX-XXXX-XXXX-1234
Statement Period: 01-June-2024 to 30-June-2024
Date Issued: 01-July-2024

Statement No.: CCS/2024/06/0987

Transaction Details

Date	Description	Merchant	Amount (USD)	Remarks
02-June-2024	Hotel Accommodation	Grand Hotel	250.00	Business trip
05-June-2024	Flight Ticket	Airways Intl.	400.00	Conference visit
10-June-2024	Client Lunch	City Bistro	80.00	Client meeting
19-June-2024	Office Supplies	Stationery Hub	35.75	Project materials
25-June-2024	Taxi Fare	Urban Cabs	45.30	Local transport

Total Amount:	USD 811.05
Less Advances (if any):	USD 0.00
Net Reimbursable:	USD 811.05

Important Notes:

- Original receipts for all transactions must be attached for reimbursement.
- Ensure all expenses claimed are in compliance with company reimbursement policies.
- Personal expenses are strictly not eligible for reimbursement.
- Statement must be signed and approved by the relevant authority before submission.