Company Logo (200×50)

Credit Card Reconciliation & Expense Report

Itemized credit card statement and expense report

Please attach receipts for reimbursable items. Use one form per card per month if possible.

EMPLOYEE/SUBMITTER NAME

DEPARTMENT

COMPANY

CARD NAME

CARD LAST 4

PREPARED DATE
mm/dd/yyyy

REPORTING PERIOD FROM
mm/dd/yyyy

REPORTING PERIOD TO
mm/dd/yyyy

APPROVER NAME

Date	Merchant/Payee	Description	Category	Project/Client	Amount	Tax	R?	Rec?	Receipt Reference
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Subtotal

Total Tax

Total Reimbursable

GRAND TOTAL

RECONCILIATION

Statement Total

Transactions Total

Difference

NOTES

APPROVER SIGNATURE

DATE
mm/dd/yyyy

DISCLAIMER
"For personal tracking only. Not financial advice."
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