

COMPANY LOGO

Credit Card Reconciliation & Expense Report

Sample Filled Preview

NAME John Doe	DEPARTMENT Marketing	COMPANY Global Corp
CARD Visa Corporate	LAST 4 9876	PERIOD Dec 01 - Dec 31, 2025

Date	Merchant	Category	Amount	Tax	Reimb?	Ref
02/12	Starbucks	Meals	\$14.50	\$1.12	Yes	IMG_01.jpg
05/12	Amazon Business	Office Supplies	\$142.00	\$11.36	No	INV-9921
10/12	Delta Air	Travel	\$450.00	\$0.00	No	TKT-442
15/12	DigitalOcean	Subscription	\$25.00	\$0.00	No	DO-DEC
20/12	Uber	Travel	\$32.10	\$2.40	Yes	UBR-99

Subtotal	\$663.60
Total Tax	\$14.88
GRAND TOTAL	\$678.48

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