

# EMPLOYEE CREDIT CARD USAGE LOG

Company Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Reporting Period (From/To): \_\_\_\_\_

Job Title: \_\_\_\_\_

Credit Card Issuer: \_\_\_\_\_

Last 4 Digits of Card: \_\_\_\_\_

Monthly Credit Limit: \_\_\_\_\_

Trans. Date	Posting Date	Vendor / Merchant	Expense Category	Business Purpose / Description	Receipt Attached	Amount (\$/£)	Status	Init.	Manager Review

**Total Number of Transactions:** \_\_\_\_\_      **Remaining Credit Limit:** \_\_\_\_\_  
**Total Amount Spent:** \_\_\_\_\_      **Disputed Amount (if any):** \_\_\_\_\_

\_\_\_\_\_  
Employee Signature & Date

\_\_\_\_\_  
Manager / Supervisor Signature & Date

\_\_\_\_\_  
Finance Dept. Approval & Date