

Credit Card Expense Report Template

| | | | |
|------------|-------------|------------|-------------|
| Name | Title | Department | Employee Id |
| | | | |
| Month/Year | Card Ending | Signature | |
| | | | |

| Date | Vendor | Description | Amount |
|--------------------------------|--------|-------------|--------|
| | | | |
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| | | | |
| Total (Should Match Statement) | | | |

* Remember To Attach Receipts *

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