**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=8739&utm_source=template-word&utm_medium=content&utm_campaign=Credit+Card+Expense+Report-word-8739&lpa=Credit+Card+Expense+Report+word+8739)Credit Card Expense Report Template**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title | Department | Employee Id |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Month/Year | Card Ending | Signature |
|  |  |  |

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

**\* Remember To Attach Receipts \***

|  |
| --- |
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