**Credit Card Expense Report Template**

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| --- | --- | --- | --- |
| 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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