

CREDIT CARD EXPENSE REPORT

One row per statement line. Mark each charge Business or Personal; reconcile against the statement below.

Cardholder _____ Card (last four) _____

Statement month _____ Statement balance _____

Date	Merchant / description	Category	Type (B/P)	Rcpt	Amount

Categories: Airfare · Lodging · Meals & tips · Ground transport · Fuel / mileage · Parking & tolls · Supplies · Phone / internet · Entertainment · Other

Total charges entered

Business charges

Personal charges

DIFFERENCE vs statement

Reconciled when the difference is \$0.00. A statement alone doesn't satisfy IRS substantiation — it shows the amount but not the business purpose — so keep itemized receipts for business charges.

Cardholder signature / date

Approved by / date