**EMPLOYEE CREDIT CARD EXPENSE REPORT**

|  |  |
| --- | --- |
| **Employee Name :** |  |
| **Employee ID :** |  |
| **Department :** |  |
| **Card Ending :** |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Description** | **Vendor** | **Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | *\*Don't forget to attach receipts\** | Total Expenses: | $ |

|  |  |
| --- | --- |
|  |  |
| Employee Signature | Date |

[](https://www.generalblue.com/)