**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=8739&utm_source=integrated-content&utm_campaign=/free-expense-report-templates&utm_medium=Credit+Card+Expense+Report+doc+8739&lpa=Credit+Card+Expense+Report+doc+8739)CREDIT CARD EXPENSE REPORT TEMPLATE**

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| NAME | TITLE | DEPARTMENT | EMPLOYEE ID | MONTH/YEAR | CARD ENDING | SIGNATURE |
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| DATE | VENDOR | DESCRIPTION | AMOUNT |
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| TOTAL (SHOULD MATCH STATEMENT) | | |  |

**\* REMEMBER TO ATTACH RECEIPTS \***

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