**EMPLOYEE CREDIT CARD EXPENSE REPORT**

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| --- | --- |
| **Employee Name :** |  |
| **Employee ID :** |  |
| **Department :** |  |
| **Card Ending :** |  |
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| --- | --- | --- | --- |
| **Date** | **Description** | **Vendor** | **Amount** |
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|  | *\*Don't forget to attach receipts\** | Total Expenses: | $  |

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

