Corporate Card Expense Statement

Vantage Analytics Ltd – Employee Card Program

Statement month: September 2026

Employee:	Priya Natarajan	**Employee**	VA-0457
Department	Client Services	**Card (last**	•••• 7730
Approver:	Mark Delaney	**Cost cent**	CS-200

Card transactions

Txn date	Merchant	Expense category	GL code	Business purpose	Receipt? (Y/N)	Amount
03-Sep-2026	SkyHigh Airlines	Travel	6100	Client visit – Denver	Y	486.20
04-Sep-2026	Mountain View Hotel	Lodging	6110	Client visit – 2 nights	Y	312.00
05-Sep-2026	Downtown Taxi	Travel	6100	Airport transfer	Y	38.50
05-Sep-2026	Harvest Grill	Meals	6200	Dinner with client (3 people)	Y	142.80
11-Sep-2026	OfficeHub	Supplies	6400	Printer toner	Y	89.99
18-Sep-2026	CloudDocs Pro	Software	6500	Monthly licence	N	24.00
24-Sep-2026	Conference Central	Training	6600	Industry webinar fee	Y	150.00
Total card spend						**1,243.49**

Summary by category

Travel	524.70
Lodging	312.00
Meals	142.80
Supplies	89.99
Software	24.00
Training	150.00
Transactions missing a receipt	**1**
Check: category totals − card total (should be 0)	-

Employee signature

Manager approval

Finance