## CREDIT CARD WEEKLY EXPENSE REPORT

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week Start Date: \_\_\_\_\_\_\_\_\_\_\_ Week End Date: \_\_\_\_\_\_\_\_\_\_\_

Fill in each row with the relevant details of each credit card expense. Ensure all receipts are attached or noted if unavailable.

| **Date** | **Description of Expense** | **Amount** | **Receipt Status** | **Comments (Reason for Expense)** | **Related Customer** |
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**Remarks** [Insert any additional remarks or notes here.]

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Employee Signature Date