

Digital Expense Reimbursement Payment Voucher

Voucher No.: DERP-2024-038

Date: 2024-06-15

Employee Name: Jane Doe

Department: Finance

Employee ID: EMP1453

Payment Mode: Bank Transfer

Bank Account: 1234567890 (ABC Bank)

Expense Details

#	Date	Description	Category	Amount (USD)	Attachment
1	2024-06-05	Business trip taxi fare	Travel	32.00	Receipt_001.pdf
2	2024-06-06	Lunch with client	Meals	45.00	Invoice_2376.jpg
3	2024-06-07	Office supplies purchase	Supplies	28.50	Bill_9042.pdf
Total			105.50		

Purpose of Claim:

Expenses claimed for business trip and routine office purchases in June 2024.

Remarks:

All supporting receipts attached digitally.

Employee Signature

Date: / / 2024

Supervisor Approval

Finance Verification

Important Notes:

- Ensure all expense items are backed with valid digital receipts or invoices.
- Reimbursement claims must comply with the company's expense policy.
- Incorrect information or missing documentation may delay processing.
- This digital voucher should be reviewed and approved by designated supervisors and finance staff.
- Retain a digital copy for your records.