

Expense Payment Voucher

(Simplified Format)

Voucher No.

Date

Department

Paid To

Designation

#	Description of Expense	Amount	Account Code	Remarks
1				
2				
Total				

Remarks

Prepared By

Name & Signature
Checked By

Name & Signature
Approved By

Name & Signature
Received By

Name & Signature

Important Notes:

- All expenses must be supported by valid receipts or documentation.
- Ensure correct account codes are used for accurate classification.
- Obtain required approvals before submitting for payment.
- This voucher format is suitable for small, routine expense claims.
- Keep a copy of the completed voucher for recordkeeping purposes.