

# Project Expense Payment Voucher

Voucher No.

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Date

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Project Name

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Payee Name

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Department

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## Expense Details

No.	Description	Account/Category	Amount	Remarks
1.				
2.				
3.				
			Total	

## Payment Method

Cash / Bank Transfer / Cheque (circle one)

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Payment Reference No.

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## Purpose / Justification

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Prepared By

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Name & Signature

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Date:

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Approved By

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Name & Signature

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Date:

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Received By

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Name & Signature

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Date:

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**Important Notes:**

- All supporting documents and receipts must be attached to the voucher.
- Ensure correct authorization is obtained before payment is made.
- Use a separate voucher for each settlement request.
- Double-check project codes and budget categories before submitting.
- Retain a copy of the completed voucher for audit purposes.