# Detailed Expense Voucher

Employee Name

Enter employee name

Employee ID

Enter ID

Department

Enter department

Date

Purpose of Expense

Specify reason

Project/Client

(if applicable)

### Expense Details

| # | Date | Expense Category | Description | Amount | Receipt Attached |
|---|---|---|---|---|---|
| 1 | | Travel ▾ | Description | | Yes ▾ |
| 2 | | Travel ▾ | Description | | Yes ▾ |
| 3 | | Travel ▾ | Description | | Yes ▾ |
| | | | **Total Amount** | | |

Remarks/Comments

Any remarks

Employee Signature

Manager/Approver Signature

Accounts Dept. Signature

## Important Notes:

- Ensure all claimed expenses comply with the companyâ€™s travel and expense policy.
- Attach original receipts for all expenses claimed.
- Provide clear and concise descriptions for each expense item.
- Incomplete vouchers or missing documentation may delay reimbursement.
- Obtain required approvals before submitting for processing.