

Cloud-Based Expense Ledger

Department: Marketing Ledger Period: Jun 1, 2024 – Jun 30, 2024 Prepared by: Alex Kim

Expense Log

Date	Expense Category	Description	Reference	Amount (USD)	Recorded By
2024-06-02	Advertising	Google Ads Campaign	INV-7862	1,200.00	Sara Lee
2024-06-04	Subscriptions	Social Media Tool	SUB-3425	320.00	Alex Kim
2024-06-12	Travel	Client Meeting Taxi Fare	RCPT-5571	61.50	Sara Lee
2024-06-15	Office Supplies	Printer Toner	INV-7900	78.90	Alex Kim
2024-06-22	Meals & Entertainment	Team Lunch	RCPT-5678	240.00	Sara Lee
2024-06-24	Software	Email Marketing License	INV-8022	490.00	Alex Kim

Total Expenses 2,390.40 USD

Important Notes

- Ensure all expense entries are supported by valid digital receipts or scanned invoices.
- Access and modification rights are managed through your cloud service provider.
- Maintain real-time updates for transparency and efficient departmental auditing.
- Regularly export and back up the ledger to prevent accidental data loss.
- Follow the organization’s expense policy for standardized category classification.