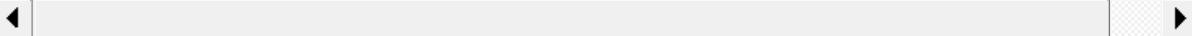


# Expense Ledger - CSV Format (Department Sample)

## Sample CSV Format

```
Date,Department,Expense Category,Description,Amount,Payment Method,Reference No.,Remarks
2024-03-05,Finance,Travel,Conference in NY,950.00,Credit Card,TRV20240305,Approved
2024-03-08,HR,Office Supplies,Printer ink,120.40,Cash,OS20240308,Reimbursed
2024-03-11,IT,Software,Annual License Renewal,550.00,Online Transfer,SW20240311,Invoice#7891
2024-03-14,Marketing,Advertising,Social Media Ads,300.00,Credit Card,ADV20240314,March campai
2024-03-20,Research,Equipment,Laptop Purchase,1200.00,Bank Transfer,EQ20240320,With warranty
2024-03-22,Finance,Meals,Business Lunch,80.20,Cash,MEAL20240322,Team meeting
```



## Important Notes

- All amounts should be recorded in the same currency for consistency.
- Each row represents a single expense transaction.
- Fields like "Reference No." and "Remarks" can help track and clarify transactions.
- Ensure there are no missing fields to avoid data import errors.
- It's recommended to back up CSV files regularly and restrict access as appropriate.