

Expense Ledger Register

Department: _____

Date: _____

Register No.: _____

Prepared by: _____

S.No.	Date	Voucher/Invoice No.	Particulars	Account Head	Amount (â‚¹)	Remarks
1	01/06/2024	EXP/001	Stationery purchase	Office Supplies	2,100	
2	03/06/2024	EXP/002	Travel reimbursement	Travel	3,500	
3	05/06/2024	EXP/003	Internet charges	Utilities	1,200	Monthly
4	06/06/2024	EXP/004	Office maintenance	Repair & Maintenance	950	
Total					7,750	

Important Notes:

- All entries must be supported with proper bills or vouchers.
- Record expenses under correct account heads only.
- Maintain the register in chronological order and without erasures.
- Signatures of the preparer and certifying officer are mandatory for validation.
- Keep a backup scan or copy for reference and audit purposes.