

# Expense Ledger - Department

Document Reference: EXP-LEDGER-2024-001

Department: Finance  
Reporting Period: January 2024  
Prepared By: John Doe  
Date: 05/02/2024

No	Date	Description	Category	Reference	Amount (\$)	Remarks
1	03/01/2024	Office Supplies Purchase	Stationery	INV-102034	150.00	
2	08/01/2024	Team Lunch	Meals & Entertainment	RCPT-43432	82.50	Project A
3	12/01/2024	Travel to Client Site	Travel	TRVL-8542	120.75	Mileage
4	17/01/2024	Printer Maintenance	Equipment	INV-105478	95.00	
5	24/01/2024	Software Subscription	IT	SUBS-2211	45.00	Monthly
Total					493.25	

Important Notes:

- This document should be updated regularly and maintained accurately.
- All expenses must be supported by valid receipts or invoices.
- Ensure categories and descriptions are clear and consistent for auditing purposes.
- Any corrections or revisions must be clearly documented and justified.
- Keep this ledger securely filed as an official departmental record.