

Daily Expense Journal Voucher

Date: ____ / ____ / ____

Voucher No.: _____

Prepared By: _____

Department: _____

No.	Particulars	Account Code	Remarks	Debit	Credit
1					
2					
3					
Total					

Description / Narration:

	Prepared By
	Checked By
	Approved By
	Received By

Important Notes:

- Ensure all expense details and account codes are entered accurately.
- Attach supporting bills or documents with each journal voucher.
- Voucher must be approved by the authorized signatory before processing.
- Keep the voucher for record and audit purposes as per company policy.