

# Expense Journal Voucher

Voucher No: \_\_\_\_\_

Date: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Department / Project: \_\_\_\_\_

S/N	Date	Description of Expense	Account Code	Amount	Remarks
1	____/____/____				
2	____/____/____				
3	____/____/____				
Total					

Supporting Documents Attached: \_\_\_\_\_

Prepared By \_\_\_\_\_

Checked By \_\_\_\_\_

Approved By \_\_\_\_\_

## Important Notes:

- Ensure all supporting documents (receipts, invoices) are attached and referenced clearly.
- All expenses must be reviewed and approved as per company policy before posting.
- Voucher numbers should follow a sequential and traceable pattern for audit purposes.
- Fill all required fields and avoid overwriting; use a new voucher in case of errors.
- Keep this document as part of audit-ready accounting records.