

# Expense Journal Voucher

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

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

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

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

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

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

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**Prepared By**

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**Checked By**

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**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.