

ABC Pvt. Ltd.
123 Business Avenue,
Mumbai - 400001, Maharashtra, India
GSTIN: 27AAAAA1234A1Z5

Voucher No. EXP-2024-0115
Date 22-Jun-2024
Place of Supply Maharashtra

Expense Journal Voucher

Supplier Name XYZ Services LLP Supplier GSTIN 27BBBBA2345B1Z2
Invoice No. SV/2024/047 Invoice Date 21-Jun-2024

S.No.	Particulars	HSN/SAC	GST Rate	Amount (INR)	CGST	SGST/UTGST	IGST	Total
1	Professional Consultation Fee	998312	18%	10,000.00	900.00	900.00	0.00	11,800.00
2	Software Subscription	997331	18%	5,000.00	450.00	450.00	0.00	5,900.00
Total				15,000.00	1,350.00	1,350.00	0.00	17,700.00

Remarks: Expenses recorded as per invoice attached. Eligible ITC as per GST rules and company policy.

Prepared By Authorized Signatory

Important Notes:

- Ensure all supplier details and GSTIN numbers are accurate.
- Attach valid supplier GST invoice(s) for input tax credit (ITC) claim.
- Voucher must be approved by authorized personnel prior to payment.
- HSN/SAC and GST rates must match those on supplier invoices.
- Maintain voucher records for GST audit and reconciliation.