

# Expense Journal Voucher

Manual Voucher Book Sample

Voucher No.:

\_\_\_\_\_

Date:

\_\_\_\_/\_\_\_\_/\_\_\_\_

Prepared By:

\_\_\_\_\_

Department:

\_\_\_\_\_

Account Title	Description	Debit (â,±)	Credit (â,±)
Travel Expenses	Taxi fare to client meeting	500.00	
Supplies Expense	Office stationery	300.00	
Cash	Reimbursement		800.00
Total		800.00	800.00

## Narration / Particulars:

Taxi and office supplies expenses incurred by staff on official duty, reimbursed on submission of receipts.

\_\_\_\_\_

Prepared By

Checked By

Approved By

Received By

## Important Notes:

- All supporting documents and receipts should be attached with this voucher.
- Each voucher must be sequentially numbered for easy tracking and control.
- Ensure proper authorization and signatures before recording and cash disbursement.
- Entries should be clear, detailed, and error-free to maintain accuracy in accounts.
- This form serves as a key document for audit and internal control purposes.