

Expense Journal

Voucher

Voucher No: JV-2024-0678

Date: 2024-06-12

Company Name: ABC Corporation
Address: 1234 Main Street, City, Country

Department / Project: Finance Division
Prepared By: John Smith
Description: General office expenses for the month of June 2024

S/N	Account Code	Account Title	Description	Amount (USD)
1	6101	Office Supplies	Printer paper, pens	120.00
2	6202	Utilities	Electricity bill	290.46
3	6503	Travel Expenses	Taxi fares (meetings)	76.80
4	6305	Repairs & Maintenance	Printer servicing	65.00
Total:				\$552.26

Prepared By

(Signature & Date)

Checked By

(Signature & Date)

Approved By

(Signature & Date)

Important Notes:

- Ensure all supporting documents (invoices, receipts) are attached with the voucher.
- Amounts must be checked and verified before approval.
- This voucher serves as evidence for accounting and audit purposes.
- Signatures from relevant authorities are mandatory for processing.
- Maintain a copy for department records before submission.