

Simplified Expense Voucher

Template for Ledger Use

Voucher No.

e.g. 2024-001

Date

Prepared By

Name

Department / Unit

e.g. Accounts

#	Date	Description of Expense	Account Code	Amount
1		Describe expense	xxxx	
2		Describe expense	xxxx	
3		Describe expense	xxxx	
Total				

Purpose of Expense

Brief explanation

Remarks / Reference

e.g. Invoice #123

Prepared By / Signature

Verified By / Signature

Approved By / Signature

- This voucher should be supported by relevant receipts and documents for each expense.
- Ensure all mandatory fields are completed for proper ledger entry and auditing.
- Voucher must be duly signed and approved by authorized personnel before payment or reimbursement.
- Retain a copy of this voucher for recordkeeping and financial review purposes.