

Daily Expense Statement

For Ledger Compliance

Date:

Prepared By:

Department / Project:

Statement No.:

S/N	Date	Description	Voucher/Ref No.	Account Head	Amount (₹)	Remarks
1	____ / ____ / ____	_____	_____	_____	_____	_____
2	____ / ____ / ____	_____	_____	_____	_____	_____
3	____ / ____ / ____	_____	_____	_____	_____	_____
4	____ / ____ / ____	_____	_____	_____	_____	_____
Total Amount					_____	_____

Prepared By

Checked/Verified By

Authorized Signatory

Important Notes:

- All entries must be supported by appropriate receipts or vouchers.
- Ensure correct classification under the respective Account Head.
- The statement should be reviewed and approved before posting to the ledger.
- Maintain daily statements for accurate and timely financial reporting.
- Any corrections must be initiated by the preparer and reviewer.