

Standard Expense Statement

Ledger Documentation

Statement No.:

EXP-2024-001

Date:

2024-06-01

Prepared By:

Jane Doe

Department:

Finance

Reference:

Ledger Entry Ref #LDR-2024-100

| Date | Expense Details | Account Code | Amount (USD) | Remarks |
|------------|-------------------------|--------------|--------------|------------------|
| 2024-05-26 | Office Supplies | 5012 | 120.00 | Printer Ink |
| 2024-05-28 | Travel - Client Meeting | 5031 | 75.50 | Taxi fare |
| 2024-05-30 | Utilities | 5060 | 210.75 | Electricity Bill |
| | | | 406.25 | Total |

Authorized By:

(Signature)

Date:

Important Notes:

- Ensure all expenses are supported by valid receipts and documentation.
- Accurate and timely record-keeping is crucial for ledger integrity.
- Each expense should be assigned the correct account code for accounting consistency.
- Approval by authorized personnel is required before posting to the ledger.