

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.