

Project-Based Reimbursement Voucher

Voucher No.

e.g. 2024-001

Date

Project Name

Enter project title

Project Code

e.g. PROJ-123

Payee Information

Name of Payee

Department/Unit

Expense Details

Date	Description	Receipt No.	Amount (USD)	Remarks
Total				

Purpose/Justification

Briefly describe the purpose of the reimbursement and its connection to the project.

Prepared by / Payee Signature & Date

Project Manager / Supervisor Approval

Finance Review

Important Notes

- Ensure all receipts and supporting documents are attached.
- Only project-related expenses are eligible for reimbursement.
- Amounts must be accurate and match attached documentation.
- Appropriate approvals are required before submission to Finance.
- Keep a copy of this form and all attachments for your records.