

General Expenses Voucher- IMI- Delhi



PV No

Date

GL Code	CC	Head of A/C	Inv. No	Date		Amount Rs	
		Conveyance					
		Printing & Stationery					
		Honorarium					
		Staff welfare					
		Office Maintenance					
		Hostel Maintenance					
		Placement Expenses					
		Postage					
		Telephone					
		Transportation					
		Telephone Reimb					
		Books & Journals					
		Total					
	(Rupees						

(Narration:

)

Authorised by

Approved by

Received by

(This format can be photocopied & kept by Accounts Officer, additional heads can be added to make it operationally easier for both the user & Accounts officer, person claiming can attach bills/invoices along with this single sheet mentioning the amount against each head)