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EXPENSE SHEET FORMAT - VERSION 1

Daily Business Expense Sheet

Best for small shops, office daily expense, petty cash and regular business spending.

Business Name		**Expense Period**	
GSTIN		**Prepared By**	
Address		**Approved By**	

Date	Voucher No.	Paid To	Category	Description	Payment Mode	Amount	Tax	Total	Approved By	Notes
01-Jun-2026	EXP-001	ABC Stationery	Office Supplies	Files and pens	Cash	₹1,250.00	₹0.00	₹1,250.00	Manager	
02-Jun-2026	EXP-002	Quick Print	Printing	Flyer print	UPI	₹2,200.00	₹396.00	₹2,596.00	Manager	
03-Jun-2026	EXP-003	Fuel Point	Travel	Local travel fuel	Card	₹1,800.00	₹0.00	₹1,800.00	Owner	
Grand Total								**₹5,646.00**		

Prepared By		**Approved By**	
Name / Signature		Name / Signature	