

- Ensure that appropriate documentation is attached to journals etc. to substantiate the transactions.
 - For example: attach a transaction listing from T1F with relevant lines highlighted clearly outlining projects and natural accounts affected.
- Ensure that narratives on journals etc. are descriptive enough to substantiate the transactions, and the purpose can be clearly understood by an external party.
- Ensure enough evidence has been provided when requesting an AR invoice to be credited.

- Reminder, do not split BCMS payments to avoid the transaction limit on your credit card
- Petty cash documents must be kept for 7 years, unless scanned and attached in T1F
- Travel Diaries must be attached to all BCMS, personal reimbursements and petty cash claims