# Verifications in booking – transaction documents

All money transactions need documentation, also called verification. They are your proof of payments made with project funds.

A verification can be an invoice, a receipt for purchases, rent, hire or a receipt for paid fees to anyone or an account statement or other supporting document containing information on the transaction.

If there are many verifications to keep track of, it is a good idea to stamp them with a received date stamp. This makes it easier to sort and record them.

**Requirements for a verification**

All verifications need to be **numbered**, starting with number 1 as the very first transaction in the project. Each verification must have its own number, for bookkeeping reasons.

In addition to the verification number mentioned above, the verification must include information on:

* when the transaction took place **(date)**
* the amount of the transaction **(amount)**
* the seller involved in the transaction **(from whom)**
* number of items, if applicable **(how many, how much)**
* which Budget line the transaction relates to in the budget sheet **(Budgetline name)**
* for receipts of paid fee also the signature of the recipient **(signature)**
* for car/taxi also the route, from and to **(trip)**
* and as already mentioned verification number **(number)**

**Safe storing**

All the transactions then need to be kept in numbered order preferably in a folder. Easy to look up and easy to find each transaction.

Since you must adhere to the Agreement you also have to be able to send information of transactions to SAELG. It should be easy for SAELG to take part of the transactions. And the easiest way is that you take photos of them.  Several verifications can be grouped in one photo as long as they are readable.

Also, for your safety and backup reasons it is good to take photos of the transactions.