



SOLOMON ISLANDS GOVERNMENT  
Ministry of Finance and Treasury

C1

## COMPLIANCE CHECKLIST – PER-DIEMS (INTERNATIONAL)

Public Officer Travelling: \_\_\_\_\_ Date of Travel: \_\_\_\_\_

Funding Source for Travel: \_\_\_\_\_

Required documents:	Ministry	MoFT	Comments
Permission to leave country (if Requisition not approved already by PS)			
Funding information eg. Invitation showing costing arrangements (if externally funded)			
Itinerary			
Purchase Requisition (PR) and Payment Voucher (PV)			
<b>Compliance checks required:</b>			
Check per-diems not already paid by funding agency			
Check calculation of number of days against itinerary			
Check amount on voucher against calculations			
Account code used is correct			
PR and PV have been signed by authorized person (and not approving payment to themselves)			
Name on PV matches supporting docs.			
<b>Data entry checks:</b>			
Amount in AX matches PV			
Account code in AX matches PV			
Vendor name in AX matches PV			
Item code correct			
Description has enough detail			
Budget OK			
<b>Invoice posting:</b>			
Amount in AX matches PV			
Vendor name in AX matches PV			
Item code correct			
Account code used is correct			

**Note: If any of the above is not able to be certified please include an explanation of why. This will speed up the compliance process.**

**Ministry Compliance performed by:**

Signed: \_\_\_\_\_ Name \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

**MoFT Compliance performed by:**

Signed: \_\_\_\_\_ Name \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_