

# Reimbursement files (GRS-1833)

## Utah General Retention Schedule

### Description

These records document payments made to state employees and agencies for the purpose of reimbursing travel, transportation, equipment, service, training, and other reimbursable costs. Records include correspondence, forms, travel reservations, travel authorizations, per diem vouchers, transportation requests, hotel reservations, invoices, itemized expenses, and other supporting records used to validate reimbursable expenses.

### Retention and Disposition

Retain for 3 years, and then destroy records.

### Categories

State Government

Financial Management

### Effective

04/2009

### Previous Schedule Number

SG-7-44