

**This schedule has been discontinued. Please use GRS-1833: Reimbursement files.**

## **Travel/passenger reimbursement files (GRS-95) (DISCONTINUED)**

### **Utah General Retention Schedule**

#### **Description**

These files contain records relating to the reimbursement of employees for authorized travel. They may include travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.

#### **Retention and Disposition**

Retain for 3 years, and then destroy records.

#### **Categories**

Financial Management

#### **Effective**

06/1991 – 04/2018

#### **Previous Schedule Number**

CO-5-22