

Employee travel files (GRS-2319)

Utah General Retention Schedule

Description

Records documenting reimbursements to employee for travel related expenses. Includes travel orders, travel authorizations, travel vouchers, travel requests, per diem vouchers, transportation requests, hotel reservations, and all supporting documents.

Retention and Disposition

Retain for 3 years, and then destroy records.

Categories

Financial Management

Effective

10/2000

Previous Schedule Number

SG-6(229)-11