

Travel reimbursement records (GRS-2519)

Utah General Retention Schedule

Description

These are requests for reimbursement of expenses for members of the Utah Board of Juvenile Justice and Delinquency Prevention who traveled on board business. The information on these forms includes date of request, department or finance number, departmental number, the employee's name, home address, division, department, and bureau, the agency's low organizational and activity numbers, the amount of requested reimbursement, if transportation expenses claimed, the date(s) of travel, the type of transportation used (private car, commercial plane, etc.), where travel to and from, the actual miles traveled, the mileage rate, and the amount of reimbursement claimed per trip and total, and the total amount of actual miles, if subsistence and incidental expenses are claimed, the date(s) of the travel, the destination, the departure and return times, the days and hours of lapsed time, the amount claimed for meals, the total per diem claimed, the type and amount of other expenses claimed, the total expenses for meals, per diem, and other expenses, the signature and title of the traveler, and the signature of the approving official.

Retention and Disposition

Retain for 3 years, and then destroy records.

Categories

Juvenile Justice Services

Effective

07/1999

Previous Schedule Number

SG-3(1116)-26