

# Employee travel reimbursement files (GRS-2537)

## Utah General Retention Schedule

### Description

These records document reimbursements to individuals, such as travel orders and authorizations, per diem vouchers, transportation requests, hotel reservations, and all supporting records documenting official travel by officers, employees, dependents, or others authorized by law to travel.

### Retention and Disposition

Retain for 5 years, and then destroy records.

### Categories

People with Disabilities

### Effective

06/1995

### Previous Schedule Number

SG-4(1116)-13