

# Travel/passenger reimbursement files (GRS-95)

## 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

County  
General Accounting

### Effective

06/1991

### Previous Schedule Number

CO-5-22