



DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS  
FINANCE CENTER  
5720 INTEGRITY DRIVE  
MILLINGTON, TENNESSEE 38054-5005

REPLY TO  
ATTENTION OF: CEFC-R

11 January 1999

USACE FINANCE CENTER INTERNAL POLICY GUIDE: UFC-102

SUBJECT: RETENTION OF TRAVEL EXPENSE RECEIPTS.

1. **Purpose.** This Guide prescribes policy related to the retention of travel expense receipts for all USACE Finance Center (UFC) employees and contractor personnel.
2. **Applicability.** This Guide is applicable to all UFC employees and contractor personnel who perform mission assignment temporary duty travel.
3. **References.**
  - a. CERM-F memorandum, dated 14 July 1997, subject: Retention of Superfund Travel Documents.
  - b. CERM-F memorandum dated 7 June 1996, subject: Policy for Retention of Travel Expense Receipts.
4. **Responsibilities and Procedures.**
  - a. Travel vouchers will be submitted by the traveler to the Travel Approving Official (TAO) for approval. The TAO will review the travel voucher for proper authorizations, adequacy of supporting documentation and reasonableness as it relates to the type of travel completed. After approval of the travel voucher, disposition of the travel voucher package will be as follows:
    - (1.) Travel by UFC Employees. Package is returned to the traveler for retention.
    - (2.) Travel by UFC Contractor Personnel. Package is forwarded to CEFC-R for retention.
    - (3.) Travel Funded by EPA Superfund Projects. Package is forwarded to CEFC-R for retention.
  - b. The following documentation/receipts must be provided by the traveler in their supporting documentation package:
    - (1.) Copy of the authorizing travel order (DD-1610) printed from CEFMS.
    - (2.) Request for reimbursement voucher (DD-1352-2) printed from CEFMS.
    - (3.) Original miscellaneous supporting receipts to include **ALL** lodging and car rental receipts and receipts for any other expense that is \$75.00 or greater.

5. **File Retention.**

a. Travel vouchers retained by UFC employees will be maintained for a period of six years and three months after the year the travel was completed.

b. Travel vouchers retained for contractor personnel will be maintained for six years and three months after the year the travel was completed.

c. Travel vouchers for travel funded by EPA Superfund projects will be maintained for a period of 30 years after the year the travel was completed.

d. Prior to separation from the UFC, employees will provide their original travel vouchers and all supporting documentation for the most recent six years and three months to CEFC-R for retention.

6. Point of contact for this policy guide is James Greene, CEFC-R.

FOR THE DIRECTOR:

BETH KRAUS  
Deputy Director, Administration