

ALL-UNIVERSITY RECORDS RETENTION SCHEDULE

Travel Records (Revised 07-17)				
RECORD SERIES TITLE—FUNCTION/PURPOSE	LOCATION (*OFFICIAL COPY)	RETENTION AND DISPOSITION ACTION	DISPOSITION AUTHORITY NO.	REMARKS
RENTAL VEHICLE CREDIT CARD LOG PC-based program tracking department credit cards.	Department*	Retain for 1 year after card cancellation, then destroy.	16-06-68990	
TRAVEL Records documenting travel undertaken by employees and nonemployees. Includes, but is not limited to: <ul style="list-style-type: none"> • Travel authorizations; • Arrangements (including visas for overseas travel); • Travel receipt documentation; • Reimbursement of expenses (including advance payments). For WSU purposes, this series also includes Travel Authority requests, Travel Expense Vouchers, travel rosters, international travel registries, and other travel-related reports.	Department* (official record) Department (reference copy)	Retain for 6 years after end of fiscal year in which travel was completed, then destroy. Retain until admin. purpose served, then destroy.	GS 07001 Rev. 2 Secondary copy under GS 07001 Rev. 2	