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University of Washington

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Departmental Records Retention Schedule

APPROVED

REFERENCE: RCW 40.14

Office Name Record Group # Records Authority Contact Name Phone Number Box Number Approved by the State

Procurement Services: Travel Services /09/01/09/ REV 2 Teresa Athan 685-9328 Box 351117 v. 2.34 (Oct 2025)

Title/Description

Cut-Off Records Disposition Disposition

Retention Authority Number Method

Workday Expense Travel Module

End of Fiscal Year Travel Completed 6Y

WSGS 07001

SHRED/ DELETE

This series provides a record of travel-related expenses incurred on UW-related business or projects. Includes scanned receipts.

Records Officer Name Records Officer Signature

Emily Lemieux

-DocuSigned by:

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