



University of Washington
Departmental Records Retention Schedule
REFERENCE: RCW 40.14

APPROVED

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 Retention	Disposition Authority Number	Disposition Method

Workday Expense Travel Module

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

End of Fiscal Year Travel Completed 6Y WSGS 07001 SHRED/ DELETE