

# University of Washington Records Retention Schedule

**Department Title** Procurement Services: Travel Services  
**Department ID** /09/01/09/

**Series Title** Workday Expense Travel Module

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

**Series Cutoff** End of Fiscal Year Travel Completed

**Series Official Retention** 6Y


**Disposition Authority Number** WSGS 07001

**Disposition Method** SHRED/ DELETE

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SRC Approval Date: 2.34 (Oct 2025)

Records Officer: Perry Tapper

DocuSigned by:  
  
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