

Travel Office Record Retention

Record Title	Format	Office of Record	Time in Office	Storage Location	Retention Period	Basis for Retention	Duplicate Copy Location	Retention Period Duplicate Copy
Travel Expense Vouchers	Paper	CAO - Travel	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		DLC's	Retain only until data is properly reflected on monthly statements.
Travel Advance Forms	Paper	CAO - Travel	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		DLC's	Retain only until data is properly reflected on monthly statements.
Ticket Invoices	Paper	CAO - Travel	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		DLC's	Retain only until data is properly reflected on monthly statements.
Diners Club Bills	Paper	CAO - Travel	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		N/A	N/A
Diners Club Reports	Paper	CAO - Travel	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		N/A	N/A

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Month end reports/Aged Cash, Delinquent Travel Advances	Paper	CAO - Travel	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		N/A	N/A
Travel Agency Reports	Paper	CAO - Travel	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		N/A	N/A
Per Diem Approvals	Paper	CAO - Travel	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		DLC's	Retain only until data is properly reflected on monthly statements.
Moving Expense	Paper	CAO - Travel	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		DLC's	Retain only until data is properly reflected on monthly statements.
Spousal Travel Approval	Paper	CAO - Travel	N/A	N/A	7 Fiscal Years		DLC's	Retain only until data is properly reflected on monthly statements.

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First/Business Class Request	Paper	CAO - Travel	N/A	N/A	7 Fiscal Years		DLC's	Retain only until data is properly reflected on monthly statements.
Taxable Travel Vouchers	Paper	CAO - Travel	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		N/A	N/A
Travel Exceptions	Paper	CAO - Travel	N/A	N/A	7 Fiscal Years		N/A	N/A
Medical Letters	Paper	CAO - Travel	N/A	N/A	3 Fiscal Years		N/A	N/A
Private Plane Requests	Paper	CAO - Travel	N/A	N/A	7 Fiscal Years		DLC's	Current Fiscal Year + 1 Fiscal Year
Forgeries	Paper	CAO - Travel	N/A	N/A	7 Fiscal Years		N/A	N/A
Diners Club Reconciliations	Paper	CAO - Travel	N/A	N/A	7 Fiscal Years		N/A	N/A
Rental Car Agencies Direct Bill	Paper	CAO - Travel	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		N/A	N/A

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Bounced Checks	Paper	CAO - Travel	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		N/A	N/A
American Airlines Travel Card	Paper	CAO - Travel	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years		N/A	N/A
Diners Club Applications	Paper	CAO - Travel	Current Fiscal Year + 2 Fiscal Years	Records Management Program	7 Fiscal Years after Card Cancelled		N/A	N/A

Travel Office Record Retention

Record Title	Format	Office of Record	System Storage Location	Retention Period	Basis for Retention		Duplicate Copy Location	Retention Period Duplicate Copy
SAP Travel Documents (KT)	Electronic	CAO - Travel & Information Systems	SAP / Data Warehouse	7 Fiscal Years				
Electronic Feeds	Electronic	CAO - Travel & Information Systems	SAP / Data Warehouse	7 Fiscal Years				