



for **Contractors/Vendors** for **Government Entities** for **State Employees** for the **Public**

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**Series**  
**Authorization No:** 10551619      **Agency:** AGO      **Division:** AGOW      **Section:**      **Revision:** NA

**Agency Series No.:** GAR-VT-02      **Record Series Title:** Travel Expense Report

**Record Series Description:** Used for claiming reimbursement for in-state and out of state travel.

**Agency Web Link:**

**Confidential Description**      **Vital Description**

Media	Retention Period	Retention Justification	Method of Disposal
Unknown	Retain until audited by Auditor of State and audit report is released and all discrepancies are resolved, then destroy.		Unknown

**Approvals:**

<b>Created</b>	Nathan Owens, Records Coordinator	<b>Date:</b> 8/23/2016
<b>Approved</b>	Pari Swift, Records Officer	<b>Date:</b> 8/24/2016

**Notes:**

Note Date	Note Description	User
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