

3.6 TRAVEL

The activity relating to the authorization, arrangement and reimbursement for travel.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 07001 Rev. 2	<p>Travel</p> <p>Records documenting travel undertaken by employees and non-employees.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Travel authorizations; • Arrangements (including visas for overseas travel); • Travel receipt documentation; • Reimbursement of expenses (including advance payments). 	<p>Retain for 6 years after end of fiscal year in which travel was completed</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>