

MUNCLASS

Classification and Retention Plan



TRAVEL CLAIMS

Description: Consists of records relating to travel undertaken by employees and non-employees. Records may include travel claims, travel advance requests, Visitor Approval Forms (VAF), and all receipt documentation. This also includes records relating to the travel card program, including applications, cancellations, and renewals for travel cards.

Filing Guidelines: Records must be securely stored until final disposition. Once a unit submits the record(s) to Financial and Administrative Services, the unit is deemed to have a copy. Copies are considered transitory records and should be disposed of according to the Information Management policy.

MUNCLASS Function:	Finance (FN)
Responsible Unit(s):	Financial and Administrative Services
Retention:	Current year file closed + 7 years
Disposition:	Delete/Destroy
Media:	Paper and/or electronic
Authority:	<i>Income Tax Act (1985)</i> , Anticipated Operational Use

Version 01

Approved: October 26: RS 2020-015
