

# POLICY APPROVAL FORM

**Executive Summary.** (type a short summary of the process followed to develop this policy, names of those involved in its development, reason for undertaking the process, and key features of the policy). This section is to be completed by the group or individual assigned to develop the policy.

## Travel Policy and Procedure

The current policy and procedures for travel has not been revised and updated for many years. In our last two audits the state auditors recommended to update the policy.

College staff, faculty and students will follow the direction given in the travel policy and procedure to assure appropriate and proper business travel for the college.

Business Services developed the updated policy, with input from the state auditors, purchasing staff, and other college divisions. Sources for the travel policy and procedure include the RCWs, OFM, and any applicable local and federal regulations.

## APPROVAL

Vice President for Academic Affairs and Provost Don Ben L Date 6-9-04

Vice President for Advancement [Signature] Date 6-8-04

Vice President for Finance & Administration [Signature] Date 6-8-04

Vice President for Student Affairs [Signature] Date 6-9-04

President [Signature] Date \_\_\_\_\_

Date Policy becomes effective \_\_\_\_\_