

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

On June 9, 2004, a revised travel policy was approved.
Effective August 1, 2004, the state of Washington entered into a new rental car contract with Enterprise Car Rental. TESC's travel policy had to be revised to reflect this new contract under section "9. Rental Cars".
No other changes/revisions were made to the policy.

APPROVAL

Vice-President for Academic Affairs and Provost [Signature] Date 12-27-07

Vice-President for Advancement [Signature] Date 12/10/04

↙ Vice-President for Finance & Administration [Signature] Date 11/30/04

↘ Vice-President for Student Affairs [Signature] Date 11/30/04

President [Signature] Date _____

Date Policy becomes effective _____