

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  Date 8-25-04

Vice-President for Advancement  Date 8-25-04

Vice-President for Finance & Administration  Date 8-24-04

Vice-President for Student Affairs  Date 8-29-04

President  Date 9-1-04

Date Policy becomes effective _____