Laboratory of Tree-Ring Research

Travel Authorization

Print this form and follow its instructions.

1. Fill out the **UA Travel Authorization Form** (every applicable line except “Approvals”)

2. If the State Account is paying for this trip, Tom or Phyllis **must** initial here:

   TWS _______________   PNG _______________

3. Have you filled out a Safety Check Sheet for FY 03-04?  YES □  NO □  
   (obtain one from Ana)

4. List all other travelers, and their **purpose for going** (unless they are filling out an advance)  
   **Each person** must fill out a safety check sheet for field work.

   *  *
   *
   *

5. **KEEP ALL ORIGINAL TRAVEL RECEIPTS.**

6. Please return (a) this form and (b) Safety Check Forms to Ana.