

# 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.