

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.

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5. KEEP ALL ORIGINAL TRAVEL RECEIPTS.
6. Please return (a) this form and (b) Safety Check Forms to Ana.