

Laboratory of Tree-Ring Research

Vehicle Reservation

Print this form and follow its instructions.

1. Have you reserved your vehicle? If not, please do so at 621-7316.

Fill out the **Request for Motor Pool Vehicle Form**

- a. Fill out every applicable line (except "Approvals")
- b. Department: Laboratory of Tree-Ring Research
- c. Contact: Ana Martinez
- d. Phone: 621-6469

RESERVATION # _____

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

TWS _____ PNG _____

3. Are you submitting a Travel Advance? YES NO

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

5. List all other travelers, and their purpose for going
Each person must fill out a safety check sheet for field work.

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