

**TRAVEL REQUEST/PERMISSION TO TRAVEL FORM**

<b>UNITED STATES DISTRICT COURT FEDERAL PROBATION OFFICE</b>	<b>U.S. PROBATION OFFICE</b>
------------------------------------------------------------------	------------------------------

**PERMISSION TO TRAVEL MUST BE REQUESTED TWO WEEKS IN ADVANCE OF TRAVEL**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Destination: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Persons Traveling With: \_\_\_\_\_

Accommodations (will be verified):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mode of Transportation:

Vehicle:

Make and Model: \_\_\_\_\_

Tag Number: \_\_\_\_\_

Owner of Vehicle: \_\_\_\_\_

Airline:

Name of Airline: \_\_\_\_\_

Departure Flight Number and Time: \_\_\_\_\_

Return Flight Number and Time: \_\_\_\_\_

Other Mode of Transportation (Specify): \_\_\_\_\_

**SPECIAL INSTRUCTIONS:** (Include requirements of criminal registration ordinances in travel area. Also include instructions for reporting in destination district.)

**COPY MAILED TO CHIEF PROBATION  
OFFICER IN DISTRICT OF DESTINATION:**

**APPROVED:**

**NAME:**  
CHIEF U.S. PROBATION OFFICER

\_\_\_\_\_  
Supervising U.S. Probation Officer      DATE

**ADDRESS:**