

TRAVEL REQUEST FORM

Non-Emergency Travel Request must be submitted ten (10) days prior to date of departure.

NOTE: All questions must be fully answered before travel pass will be issued.

All request for travel outside the contiguous United States must be submitted one (1) month prior to departure.

SUPERVISING U.S. PROBATION OFFICER: _____ DATE: _____

PERSONAL INFORMATION

Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

DESTINATION

City: _____ County: _____ State/Country: _____

Departure Date: _____ Return Date: _____

Purpose of Trip: _____

(Submit supportive documentation)

Persons Traveling With: _____

ACCOMMODATIONS (*WILL BE VERIFIED*)

Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

MODE OF TRANSPORTATION

Vehicle: Make: _____ Model: _____ Tag # _____

Owner of Vehicle: _____

Airline: _____ Other Transportation (Specify): _____

Departure Flight Number: _____ Time: _____

Return Flight Number: _____ Time: _____

DO NOT WRITE BELOW THIS LINE

ACTION BY P.O. APPROVED DENIED ACTION PENDING
See below

COMMENTS: _____
