

**UNITED STATES PROBATION OFFICE  
TRAVEL REQUEST FORM**(Submit no later than 14 days prior to requested travel)

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

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

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_

How long have you been on supervision? \_\_\_\_\_

Are you employed? \_\_\_\_\_ Yes \_\_\_\_\_ No Where? \_\_\_\_\_

Are you on schedule with your fine/restitution payment? \_\_\_\_\_ Yes \_\_\_\_\_ No

Balance on fine: \_\_\_\_\_ Balance on restitution: \_\_\_\_\_

Purpose of trip: \_\_\_\_\_ Pleasure \_\_\_\_\_ Employment

Destination: \_\_\_\_\_  
(City) (County) (State)

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

People traveling with you: \_\_\_\_\_

ACCOMMODATIONS (to be verified): Hotel/Motel: \_\_\_\_\_ Relatives/Friends: \_\_\_\_\_

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

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

Telephone Number: Area Code (\_\_\_\_\_) \_\_\_\_\_

MODE OF TRANSPORTATION: Vehicle Make &amp; Model: \_\_\_\_\_

License Plate Number: \_\_\_\_\_ Vehicle Owner: \_\_\_\_\_

Airline: Name of Airline: \_\_\_\_\_ Flight No: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Flight No: \_\_\_\_\_ Return Time: \_\_\_\_\_

Other Transportation- Car rental/friends, etc.: \_\_\_\_\_

**I UNDERSTAND THAT THIS IS ONLY A REQUEST AND NOT A PERMIT TO TRAVEL  
AND THAT A FINAL PERMIT WILL BE ISSUED IF APPROVED.**\_\_\_\_\_  
Signature\_\_\_\_\_  
Request received by USPO (Date)

