

UNITED STATES PROBATION OFFICE  
**TRAVEL REQUEST FORM**

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

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

Address/Zip: \_\_\_\_\_

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

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

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

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

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

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

**Accommodations (will be verified):**

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

Address/Zip: \_\_\_\_\_

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

**Mode of Transportation:**

**Vehicle:**

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

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

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

**Airline:**

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

Departure Flight # and Time: \_\_\_\_\_

Return Flight # and Time: \_\_\_\_\_

**Other Mode of Transportation (specify):** \_\_\_\_\_

\*Form must be submitted to the probation officer at least 14 days prior to anticipated travel (email/text is preferred).

\*Travel is approved at the discretion of the probation officer. It is not recommended that travel arrangements be made before approved.