

Eastern Missouri Probation – Travel Request Form

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

Dates of Travel: \_\_\_\_\_ To \_\_\_\_\_

Destination(s): \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Persons with whom you are traveling, contact information must be included. Attach additional sheet if necessary.

Name: _____ Phone: _____ Relationship: _____	Name: _____ Phone: _____ Relationship: _____	Name: _____ Phone: _____ Relationship: _____
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Mode of Transportation:

Vehicle Make and Model _____ Plate Number _____ Owner _____	Outgoing flight Number(s) _____ Incoming Flight Number(s) _____ _____	Other Mode of Transport (ie: bus, train, etc) _____ _____ _____
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Accommodations:

<b><u>Person</u></b> Name: _____ Address: _____ Phone: _____ Relationship: _____ Occupants of home: _____	<b><u>Rental/Hotel</u></b> Name of Property: _____ Address: _____ Confirmation #: _____ Person who secured the rental: _____
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**NOTICES**

If your travel is related to family emergency or funeral, please provide obituary or other verification of arrangements/necessity, as well as verification of relationship. \_\_\_\_\_ **initials**

If you are noncompliant with your conditions of supervision, travel permits may not be approved. Travel permits can be revoked after approval if noncompliance occurs or is uncovered, there was false information provided, or other concerns. \_\_\_\_\_ **initials**

All non-emergency travel permits must be completed in full and are to be submitted 15 business days in advance to your officer. \_\_\_\_\_ **initials**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date submitted**

**mode of submission**, circle: in person  
mail    text    left at office    other