

**U. S. PROBATION OFFICE  
PERMISSION TO TRAVEL REQUEST FORM**

**PERMISSION TO TRAVEL MUST BE SUBMITTED  
(2) TWO WEEKS PRIOR TO PLANNED TRAVEL.**

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**YOUR PHONE NUMBER:** \_\_\_\_\_

**DESTINATION OF TRAVEL:** \_\_\_\_\_

**DEPARTURE DATE:** \_\_\_\_\_

**RETURN DATE:** \_\_\_\_\_

**PURPOSE OF TRIP:** \_\_\_\_\_

**PERSONS TRAVELING WITH YOU:** \_\_\_\_\_

**ACCOMMODATIONS: (MUST BE VERIFIED BY PROBATION OFFICE):**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER OF ACCOMMODATIONS:** \_\_\_\_\_

**MODE OF TRANSPORTATION:** \_\_\_\_\_

**VEHICLE MAKE AND MODEL:** \_\_\_\_\_

**TAG NUMBER:** \_\_\_\_\_

**OWNER OF VEHICLE:** \_\_\_\_\_

**NAME OF AIRLINE:** \_\_\_\_\_

**DEPARTURE FLIGHT NUMBER AND TIME:** \_\_\_\_\_

**RETURN FLIGHT NUMBER AND TIME:** \_\_\_\_\_

**WILL NEED COPY OF AIRLINE TICKETS PRIOR TO TRAVEL TO VERIFY.**

**WILL NEED COPY OF RENTAL CAR AGREEMENT IF RENTAL CAR USED.**