

**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&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)