

# TRAVEL APPLICATION/APPROVAL FORM

UNITED STATES DISTRICT COURT – EASTERN DISTRICT OF CALIFORNIA  
UNITED STATES PROBATION OFFICE

<b>TRAVEL REQUEST MUST BE SUBMITTED TWO WEEKS PRIOR TO DEPARTURE UNLESS FOR EMERGENCIES</b>		
Name:	Case Docket Number:	
Mailing Address:		
Street Address:	Telephone (Home):	
City, State, Zip:	Telephone (Work):	
Destination:		
Departure Date:	Return Date:	
Purpose of Trip:		
Person(s) Traveling With:	Relationship:	
<b>ACCOMMODATIONS (will be verified)</b>		
Name:		
Relationship:	Telephone:	
Address:		
<b>MODE OF TRANSPORTATION</b>		
Vehicle(s):	Make / Model / License Number	Owner(s) of Vehicle:
Airlines:	Name of Airline:	Departure Flight Number and Time:
		Return Flight Number and Time:
Other mode of transportation (specify):		
<b>PHOTOGRAPH</b>	<p><b><u>AGREEMENT:</u></b></p> <p>I understand that any deviations from the approved travel grant requires written consent of the Probation Officer. I also agree to furnish prior to and/or upon my return, a resume of my itinerary; including temporary residence, personal contacts, and/or any other information requested by the Probation Officer. I declare under penalty of law that the above information is true and correct.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">SIGNATURE <span style="float: right;">DATE</span></p>	

**FOR OFFICIAL USE ONLY:**     Travel Request Approved     Not Approved    **(If NOT approved, give reason) (Over)**

**CONTACT THIS OFFICE WITHIN 24 HOURS AFTER YOUR RETURN**

Special Instructions: \_\_\_\_\_

\_\_\_\_\_  
UNITED STATES PROBATION OFFICER DATE

- Copy e-mailed to Chief Probation Officer in District of Destination       Copy mailed to Parole Commission, if applicable

Forms available at [www.caep.uscourts.gov](http://www.caep.uscourts.gov)