

TRAVEL APPLICATION/APPROVAL FORM

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

TRAVEL REQUEST MUST BE SUBMITTED TWO WEEKS PRIOR TO DEPARTURE UNLESS FOR EMERGENCIES			
Name:	Case Docket Number: -		
Mailing Address:	PACTS #		
Street Address:	Telephone (Home):		
City, State, Zip:	Telephone (Work):		
Destination:			
Departure Date:	Return Date:		
Purpose of Trip:			
Person(s) Traveling With:	Relationship:		
ACCOMMODATIONS (will be verified)			
Name:			
Relationship:	Telephone:		
Address:			
MODE OF TRANSPORTATION			
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):			
PHOTOGRAPH	<p><u>AGREEMENT:</u></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> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> SIGNATURE DATE </div>		

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