

**REQUEST FOR TRAVEL AUTHORIZATION
OUTSIDE OF THE DISTRICT OF DELAWARE**

NAME: _____ DATE: _____
HOME ADDRESS: _____
REQUESTING TRAVEL TO: _____
PURPOSE OF TRIP: _____
DATE OF DEPARTURE: _____ DATE OF RETURN: _____
I WILL BE TRAVELING WITH: _____
DURING TRIP I WILL RESIDE AT (NAME, ADDRESS, AND PHONE #): _____

IF TRAVELING BY AIR, BUS OR TRAIN:

DEPARTING FROM DELAWARE

CARRIER NAME: _____ FLIGHT/COACH/TRAIN #: _____
DEPARTING FROM: _____ DEPARTURE TIME: _____
ARRIVING AT: _____ ARRIVAL TIME: _____

*NOTE: IF YOU HAVE CONNECTING FLIGHTS, TRAINS OR BUSES, USE OTHER SIDE OF PAPER FOR DETAILS.
INCLUDE SAME INFORMATION AS ABOVE.

RETURNING TO DELAWARE

CARRIER NAME: _____ FLIGHT/COACH/TRAIN #: _____
DEPARTING FROM: _____ DEPARTURE TIME: _____
ARRIVING AT: _____ ARRIVAL TIME: _____

*NOTE: IF YOU HAVE CONNECTING FLIGHTS, TRAINS OR BUSES, USE OTHER SIDE OF PAPER FOR DETAILS.
INCLUDE SAME INFORMATION AS ABOVE.

IF TRAVELING BY CAR:

MAKE/MODEL AND COLOR OF VEHICLE: _____
LICENSE PLATE NUMBER AND STATE: _____
VEHICLE REGISTERED TO: _____
WHO WILL BE DRIVING? _____
DRIVER'S RELATIONSHIP TO YOU: _____
STATE LICENSED, AND DRIVERS LICENSE NUMBER OF ALL DRIVERS: _____

I AM REQUESTING A TRAVEL PASS FOR THE ABOVE DESCRIBED TRAVEL.

REQUESTED BY: _____ DATED: _____

YOUR TRAVEL PASS, IF APPROVED, WILL BE MAILED, UNLESS YOU ARRANGE TO PICK IT UP AT THE U. S. PROBATION OFFICE:

***MAKE TRAVEL REQUEST AT LEAST 2 WEEKS IN ADVANCE OF TRAVEL. INTERNATIONAL TRAVEL MAY REQUIRE PERMISSION OF THE COURT, PAROLE COMMISSION, AND/OR THE HOST COUNTRY, SO A MINIMUM OF FOUR WEEKS IS REQUIRED. BE SURE TO ATTACH COPIES OF ALL TRAVEL DOCUMENTS. IF YOUR TRAVEL ENCOMPASSES MORE THAN WHAT IS DESCRIBED IN THIS REQUEST FORM, PROVIDE COMPLETE WRITTEN DETAILS AND ATTACH TO THIS FORM. IF YOUR TRAVEL REQUEST IS GRANTED, YOU MUST ABIDE BY ALL INSTRUCTIONS ON YOUR TRAVEL PASS. FAILURE TO DO SO MAY RESULT IN DENIAL OF FUTURE TRAVEL REQUESTS.**

U. S. PROBATION OFFICER

TRAVEL REQUEST DENIED _____

TRAVEL REQUEST GRANTED _____

DATE TRAVEL PASS ISSUED _____