

## TRAVEL REQUEST

1. Do not make travel plans/reservations until you have obtained permission.
2. You must be under supervision for at least 2 months.
3. You must request travel at least 14 days prior to departure date. For travel outside the United States, you must request travel at least 60 days prior to departure date as it requires the Court's approval.
4. All fine/restitution/fee payments must be current with the approved payment plan. Note: Funds for proposed recreational travel should ordinarily be applied to Court-ordered financial or family obligations in lieu of travel.
5. You are responsible for rescheduling any conflicting community service, treatment, or therapy sessions and provide written proof of same.

Name & Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Traveling To: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Person(s) Traveling with You: \_\_\_\_\_

Accommodations (name, address, telephone): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mode of Transportation:

Vehicle:

Make & Model: \_\_\_\_\_

License Plate #: \_\_\_\_\_

Owner of Vehicle: \_\_\_\_\_

Airline:

Name of Airline: \_\_\_\_\_

Departure Flight # & Time: \_\_\_\_\_

Return Flight # & Time: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date