

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF NEW YORK
PROBATION OFFICE**

Buffalo Office:
Robert H. Jackson U.S. Courthouse
2 Niagara Square Buffalo, NY 14202
(716) 551-4241

Rochester Office:
Federal Building Room 1200
100 State Street
Rochester, New York 14614
(585) 263-6810

TRAVEL REQUEST/AUTHORIZATION FORM

Date: _____

Name: _____

Address: _____

Phone Number: _____

Destination: _____

Departure Date: _____

Return Date: _____

Purpose of Trip: _____

Persons Travel With (include names): _____

Accommodations (will be verified): (If staying in hotel, please give name and reservation # the room is in.)

Name: _____

Address _____

Phone Number: area code (____) _____

Mode of Transportation:

Vehicle: Make, Model and Color: _____

Tag Number: _____

Owner of Vehicle: _____

Airline: Name of Airline: _____

Departure Flight No. and Time: _____

Return Flight No. and Time: _____

Other Mode of Transportation (specify): _____

AUTHORIZATION

☐ Approved as detailed above

SPECIAL INSTRUCTION: (INCLUDE REQUIREMENTS OF CRIMINAL REGISTRATION ORDINANCE IN TRAVEL AREA. ALSO INCLUDE INSTRUCTIONS FOR REPORTING IN DESTINATION DISTRICT.)

* REPORT ANY CONTACT WITH LAW ENFORCEMENT TO YOUR U.S. PROBATION OFFICER.

* CONTACT YOUR PROBATION OFFICER WITHIN 24 HOURS OF YOUR RETURN.

☐ COPY MAILED TO CHIEF PROBATION OFFICER IN DISTRICT OF DESTINATION

UNITED STATES PROBATION OFFICER