

UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF NEW YORK  
PROBATION AND PRETRIAL SERVICES

**TRAVEL REQUEST/AUTHORIZATION FORM**

Travel must be submitted 14 days prior to domestic travel and 60 days prior to international travel.

Date:	Name:	Phone Number:
Destination:		
Departure Date:	Return Date:	
Purpose of Travel:		
Persons traveling with:		

**Accommodations (will be verified)**

Where or with whom will you be staying:
Address:
Phone Number: Area Code (     )

**Mode of Transportation**

**Vehicle**

Vehicle Make and Model:
Tag Number:
Owner of Vehicle:

**Airline (DO NOT PURCHASE TICKETS UNTIL TRAVEL APPROVED-THEN NOTIFY USPO OF ITINERARY)**

Name of Airline:
Departure Flight No. and Time:
Return Flight No. and Time:

Other Mode of Transportation (specify):
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AUTHORIZATION:  Approved as detailed above

SPECIAL INSTRUCTIONS: (Include requirements of criminal registration ordinance in travel area. Also include instructions for reporting in destination district.)

CONTACT YOUR PROBATION OFFICER WITHIN 24 HOURS OF YOUR RETURN.

U.S. PROBATION OFFICER:
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