

**U.S. PROBATION OFFICE  
NORTHERN DISTRICT OF OKLAHOMA  
TRAVEL REQUEST FORM**

*Note: Travel Request Forms should be submitted at least two weeks prior to your proposed departure date for all non-emergency travel requiring an overnight stay outside the Northern District of Oklahoma. All travel outside the boundaries of the Northern District of Oklahoma is subject to the approval of the U.S. Probation Office and all information submitted is subject to verification.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone Number: Area Code ( ) \_\_\_\_\_

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

Destination: \_\_\_\_\_

Purpose of Trip (if business, include address): \_\_\_\_\_

Names Of Persons You're Traveling With: \_\_\_\_\_

**DESTINATION ACCOMMODATIONS:** (Private Residence/Hotel/Campground, etc...)

Name: \_\_\_\_\_ Relationship: (Private Residence Only): \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone Number: area code ( ) \_\_\_\_\_

**MODE OF TRANSPORTATION:**

Vehicle:

Year, Make and Model: \_\_\_\_\_

License Plate Number: \_\_\_\_\_ State: \_\_\_\_\_

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

Airline:

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

Flight Numbers: \_\_\_\_\_

Other Mode of Transportation (specify): \_\_\_\_\_

**ESTIMATED COST OF TRAVEL:** \_\_\_\_\_

Offender's Signature: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

U.S. Probation Officer