

# **39th DISTRICT COURT TRAVEL REQUEST**

29733 Gratiot Ave Roseville, MI 48066 586-447-4425

**Submit or FAX (586-447-4433) to Probation Department a minimum of 7 days prior to your anticipated departure.**

**YOU MUST FILL OUT THIS FORM COMPLETELY AND BE IN COMPLIANCE WITH ALL TERMS OF YOUR PROBATION BEFORE YOUR REQUEST WILL BE CONSIDERED.**

Name: \_\_\_\_\_ Case # \_\_\_\_\_

Phone # \_\_\_\_\_

Type of travel: Business \_\_\_\_\_ Pleasure \_\_\_\_\_ Other \_\_\_\_\_

Method of travel (check all that apply): Auto \_\_\_\_\_ Plane \_\_\_\_\_ Bus \_\_\_\_\_ Train \_\_\_\_\_ Boat \_\_\_\_\_

Destination: City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

Date of departure: \_\_\_\_\_ Date of return: \_\_\_\_\_

Lodging address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of person/persons you are traveling with/visiting:

Name

Relationship

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone number where you can be reached while out of the state/country \_\_\_\_\_

All terms and conditions of your probation remain in effect while you are traveling, **INCLUDING DRUG AND ALCOHOL TESTING**. It is suggested that you contact the local District Court or Police Department in advance of your travel to arrange for drug and alcohol testing needs. You are responsible for providing documentation of out-of town testing to Probation in order to excuse any missed tests.

**YOU ARE REQUIRED** to provide proof of your travel at your next scheduled probation meeting upon your return. Receipts for food, lodging, gas, transportation and charge receipts will be accepted.

**FOREIGN COUNTRIES** including Canada have their own admission requirements. Permission granted for travel by this court does not guarantee you entry into any other country.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Request to travel is hereby: Granted \_\_\_\_\_ Denied \_\_\_\_\_**

Date: \_\_\_\_\_ Probation Officer: \_\_\_\_\_