

**UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE
DISTRICT OF KANSAS**



INSTRUCTIONS FOR TRAVEL REQUESTS

The District of Kansas prohibits travel out of the State of Kansas during the initial 60 days of supervision. Exceptions to this rule will be made only on a case-by-case basis, regarding emergency and business-related travel. After the initial 60-day period, all travel outside the district requires authorization from the U.S. Probation Office, regardless of whether it is a business or pleasure trip. Please keep in mind that travel is a privilege and is contingent on full compliance with your conditions, including being current on any court ordered financial obligations. **Upon your return, please submit verification of your travel (Example: Hotel, Gasoline Receipt).**

When requesting travel, it is necessary that you submit a written travel itinerary at least fourteen (14) days prior to the departure date. The Request for Permission to Travel form is to be used and must include the following:

- (a) Departure and return dates.
- (b) Purpose of trip.
- (c) Means of travel: flight or bus information; or make, color, and license plate of automobile.
- (d) Name of person(s) you will travel with.
- (e) Where you will be staying: name of relative, friend, hotel, address, and telephone number. If you will be staying at different locations on different nights, it is necessary that you provide specific information regarding each location.

Once the request has been submitted and the travel approved, you will be provided verbal approval, or a permit will be issued either by mail or you may be required to pick it up at the U.S. Probation Office. It is important that you keep the travel permit with you always during your travel. Other districts have specific requirements when individuals under supervision travel into their district. Therefore, there may be occasions when you are expected to report in person to the U.S. Probation Office in the district to which you are traveling.