

# TRAVEL REQUEST

## While on Probation

**You are not allowed to leave the State of Michigan.** Any travel outside the State of Michigan must be approved by the Judge. You must request travel permission in writing along with all documentation to your Probation Officer at least **two weeks** in advance unless there is a documented emergency.

***\*\*Please note: If you leave the State, regardless of the reason, without prior approval, your probation will be violated.\*\****

Your request must include the following:

1. Your name/Phone Number \_\_\_\_\_
2. Case number \_\_\_\_\_
3. Dates of travel \_\_\_\_\_
4. Reason for trip \_\_\_\_\_
5. Destination and itinerary \_\_\_\_\_  
\_\_\_\_\_
6. Means of transportation \_\_\_\_\_
7. Address and phone number where you will be staying \_\_\_\_\_
8. Name of person(s) you are staying with \_\_\_\_\_
9. Source of funds for trip \_\_\_\_\_

*You may be expected to submit to random drug and/or alcohol testing during the trip.*

If you are under 21:

1. If the court grants your request, you must be accompanied by a parent or guardian and provide documentation including a phone number where they can be reached. The parent/guardian must submit a letter indicating they assume full responsibility and the letter must be signed by you if your case is suppressed. The parent/guardian may be contacted to verify contents of the letter.
2. Winter Break/Spring Break requests **will not** be considered.

For emergencies, you must produce the following prior to leaving:

1. Copies of death notice/certificate
2. Medical document verification

For business travel, you must produce the following prior to leaving:

1. Letter from employer, who may be contacted
2. Specific itinerary

***No request will be entertained if you cannot prove measurable compliance with probation conditions.***

***ANY TRAVEL REQUEST CAN BE DENIED BY THE JUDGE.***

***Granting permission to travel is done on a case by case basis.***