

**United States District Court  
District of Oregon Probation Office**

**JOHN M. BODDEN**  
CHIEF U.S. PROBATION OFFICER

**ANDREA K. NEUMANN**  
DEPUTY CHIEF U.S. PROBATION OFFICER

**MALINDA ANDERSEN**  
ASSISTANT DEPUTY CHIEF U.S. PROBATION OFFICER

**JEREMY COREY**  
ASSISTANT DEPUTY CHIEF U.S. PROBATION OFFICER

**HEADQUARTERS**  
**MARK O. HATFIELD U.S. COURTHOUSE**  
1000 SW THIRD AVENUE, SUITE 340  
PORTLAND, OR 97204  
(503)326-8600; FAX (503)326-8700



**WAYNE L. MORSE U.S. COURTHOUSE**  
405 E EIGHTH AVENUE, SUITE 1000  
EUGENE, OR 97401  
(541)431-4060; FAX (541)431-4069

**JAMES A. REDDEN U.S. COURTHOUSE**  
310 W SIXTH STREET, ROOM 323  
MEDFORD, OR 97501  
(541)608-8780; FAX (541)608-8785

**530 CENTER STREET, NE, ROOM 406**  
SALEM, OR 97301  
(503)399-5715; FAX (503)399-5735

**REQUEST FOR PERMISSION TO TRAVEL**

**FACTS #:** \_\_\_\_\_

**INSTRUCTIONS:** *Provide the following information to your probation officer for review. You will be notified if your request has been approved.*

PO Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Traveling to: \_\_\_\_\_  
Leaving: \_\_\_\_\_ Returning: \_\_\_\_\_  
Purpose of Trip: \_\_\_\_\_

**TRAVELING BY:**

**Auto** Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_  
License Plate: \_\_\_\_\_ Color: \_\_\_\_\_  
Owner: \_\_\_\_\_

**Plane**

	<b>Departing</b>	<b>Returning</b>
Date:	_____	_____
Time:	_____	_____
Airline:	_____	_____
Flight #:	_____	_____

**➤ DO NOT PURCHASE  
AIRFARE, ETC. UNTIL  
TRAVEL IS APPROVED**

**Other** \_\_\_\_\_

**TRAVELING WITH:**  Self Only  Others: \_\_\_\_\_

**ACCOMMODATIONS:**

**Individual**

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_

**Hotel**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_

**DENIED** Reason for Denial: \_\_\_\_\_  
 **APPROVED** PO Signature: \_\_\_\_\_ Date: \_\_\_\_\_