

# Thirteenth Judicial Circuit Court

## Division XI

### Travel/Event Request Form

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This form must be completed 3 weeks prior to travel and submitted to your counselor for discussion. Your request will then be forwarded to the Court Administrator for approval of the Judge

Client Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
\_\_\_\_\_

Client Phone: \_\_\_\_\_ Counselor: \_\_\_\_\_

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***Dates of Travel and/or Event:***

Leaving: \_\_\_\_\_ Returning: \_\_\_\_\_

Travel/Event Location: \_\_\_\_\_

Purpose of Travel/Event Attending \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will you get there? \_\_\_\_\_  
\_\_\_\_\_

***Contact Information at destination:***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

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***Request Determination:***

Counselor Signature: \_\_\_\_\_  Denied  Approved

***Conditions:***

None  Attend Meetings: \_\_\_\_\_  Documentation Required: \_\_\_\_\_  
\_\_\_\_\_

Signature of Approving Judge: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied \_\_\_\_\_

**Your are required to submit travel UA's prior to departure and when you return to Boone County. You may be required to pay for travel UA's if requested by the Court.**

Travel's UA's Completed: \_\_\_\_\_ Return: \_\_\_\_\_