

**THIRTEENTH JUDICIAL CIRCUIT DIVISION XII  
TRAVEL REQUEST**

TC \_\_\_\_\_

This form must be completed and submitted to your **probation officer** ONE week prior to travel within Missouri and TWO weeks prior to travel out of the state. Your request will be forwarded to the treatment court commissioner for approval.

IF TRAVEL IS APPROVED, YOU ARE REQUIRED TO SUBMIT TRAVEL UAs PRIOR TO DEPARTURE AND WHEN YOU RETURN TO BOONE COUNTY. IF YOU ARE APPROVED AND YOU DO NOT GO, YOU STILL HAVE TO SUBMIT TRAVEL UA's. YOU MAY BE REQUIRED TO PAY FOR TRAVEL UAs IF REQUESTED BY THE COURT.

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

Client Phone Number \_\_\_\_\_ Probation Officer \_\_\_\_\_

Date Leaving \_\_\_\_\_ Time \_\_\_\_\_ Date of Return \_\_\_\_\_ Time \_\_\_\_\_

Purpose of Travel \_\_\_\_\_

Contact Information at Destination – Name \_\_\_\_\_

Address \_\_\_\_\_ Phone# \_\_\_\_\_ Alt. Phone# \_\_\_\_\_

Method of Travel \_\_\_\_\_

\_\_\_\_\_  
If you do not have a valid Driver's License, who will be driving? \_\_\_\_\_

If Driving, Make/Model/License Plate# of Vehicle \_\_\_\_\_

Client Signature \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ APPROVED      \_\_\_\_\_ DENIED

Conditions \_\_\_\_\_

\_\_\_\_\_  
Probation Officer Signature

\_\_\_\_\_  
Treatment Court Commissioner Signature, If Required

Travel UAs Completed: Departure \_\_\_\_\_ Return \_\_\_\_\_