Officer: _____

TRAVEL REQUEST FORM

Travel permit may be issued pending approval of this request. You should be current with your financial payment obligations (or have a plan in place with your officer) prior to requesting a travel permit. ****Do not purchase non-refundable tickets prior to obtaining permission to travel.****

Name: _____ **Date:** _____

Street: _____ **City, State & Zip:** _____

Phone Number: _____ **Source of Funds for Trip:** _____
Approximate Cost of Trip: _____

DESTINATION:

Street: _____ **City, State & Zip:** _____

County: _____

Departure Date: _____ **Return Date:** _____

Purpose of Trip: _____

Persons Traveling With: _____

ACCOMMODATIONS (will be verified):

Name: _____

Address: _____

Phone Number: Area Code First _____

MODE OF TRANSPORTATION:

Vehicle:

Make and Model: _____
Tag Number: _____
Owner of Vehicle: _____

Airline:

Name of Airline: _____
Departure Flight Number and Time: _____
Return Flight Number and Time: _____

Other Mode of Transportation (Specify):

_____

_____