

**UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE  
DISTRICT OF KANSAS**

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**REPLY TO:**

444 SE QUINCY, Rm 375  
TOPEKA, KANSAS 66683-3589  
785-338-5600  
Toll Free: 888-400-8803  
Fax: 785-338-5601

**RE: INSTRUCTIONS FOR TRAVEL REQUESTS – TOPEKA DIVISION**

The District of Kansas prohibits travel out of the State of Kansas during the initial 60 days of supervision. Exceptions to this rule will be made only on a case-by-case basis, with regard to emergency and business related travel. After the initial 60 day period, all travel outside the district requires authorization from the U.S. Probation Office, regardless of whether it is a business or pleasure trip. Please keep in mind that travel is a privilege and is contingent on full compliance with your conditions, including being current on any court ordered financial obligations. Upon your return please submit verification of your travel (Example: Hotel, Gasoline Receipt).

When requesting travel, it is necessary that you submit a written travel itinerary at least fourteen (14) days prior to the departure date. The attached Request for Permission to Travel forms are to be used and must include the following:

Departure and return dates.

Purpose of trip.

Means of travel: flight or bus information; or make, color, and license plate of automobile.

Name of person(s) you will travel with.

Where you will be staying: name of relative, friend, hotel, address, and telephone number. If you will be staying at different locations on different nights, it is necessary that you provide specific information with regard to each location.

After submitting the travel request, it is your responsibility to communicate with your officer to answer questions, receive approval and obtain further instructions. Other districts have specific requirements when individuals under supervision travel into their district. Therefore, there may be occasions when you are expected to report in person to the U.S. Probation Office in the district to which you are traveling.

By following these instructions and submitting the required information, it assists us in processing and then authorizing (if approved) your travel request in a timely manner. If you should have any additional questions, please do not hesitate to contact this office at 785-338-5600 or 888-400-8803.