



**KITO J. BESS**  
CHIEF PROBATION OFFICER

## UNITED STATES DISTRICT COURT

EASTERN DISTRICT OF LOUISIANA  
PROBATION OFFICE

500 POYDRAS STREET, ROOM B-505  
NEW ORLEANS, LOUISIANA 70130  
Office: (504) 589-3200 Fax: (504) 589-3286

**LAWRENCE A. MARTIN**  
DEPUTY CHIEF PROBATION OFFICER

**MINDY McQUIVEY**  
DEPUTY CHIEF PROBATION OFFICER

### TRAVEL REQUEST FORM

Date of Request: \_\_\_\_\_ Officer Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Destination: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Person(s) Traveling with: \_\_\_\_\_

Email completed form to: [laepml\\_duty\\_officer@laep.uscourts.gov](mailto:laepml_duty_officer@laep.uscourts.gov)

#### Accommodations (will be verified):

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

Address: \_\_\_\_\_

Phone Number  
(include area code): \_\_\_\_\_

Email completed form to: [laepml\\_duty\\_officer@laep.uscourts.gov](mailto:laepml_duty_officer@laep.uscourts.gov)

#### Mode of Transportation:

##### *Vehicle:*

Make/Model: \_\_\_\_\_

Tag Number: \_\_\_\_\_

Owner of Vehicle: \_\_\_\_\_

##### *Airline:*

Name of Airline: \_\_\_\_\_

Departure Flight No. and Time: \_\_\_\_\_

Return Flight No. and Time: \_\_\_\_\_

Other Mode of Transportation (specify): \_\_\_\_\_

Email completed form to: [laepml\\_duty\\_officer@laep.uscourts.gov](mailto:laepml_duty_officer@laep.uscourts.gov)