

## **Travel Policy Southern District of Illinois**

### **General Policy**

The first standard condition of your supervision is “you shall not leave the judicial district without the permission of the court or probation officer.” You must remain within the district unless you have advance approval from your probation officer to travel outside of those boundaries. On the reverse side of this form you will find a map outlining the boundaries of the Southern District of Illinois. Travel is a privilege; not a right. You must show a legitimate need for travel and must have demonstrated full compliance with all of the conditions of your supervision. As a result, travel during your initial supervision period is not normally permitted until you have demonstrated both compliance and some stability.

### **Requesting Travel**

All requests for employment-related or personal/leisure travel must be submitted to your probation officer in advance of travel. You will be required to furnish certain information such as dates of travel, destination(s), mode of travel, purpose, addresses and phone numbers, etc. A *Travel Request Form* is available through your probation officer. For non-emergency or leisure travel, all requests must be submitted at least two weeks in advance. You should be aware that some districts require even more advance notice (30 days or more) depending on your offense of conviction. Consequently, you should discuss all travel plans well in advance with your probation officer, especially if they involve employment.

One day trips to outlying areas may be permitted up to a maximum of 50 miles outside of the district boundaries for employment, education, etc. if initially approved by your probation officer.

Emergency travel will normally involve medical emergencies/deaths with immediate family members. Such travel may also be permitted under strict circumstances and those procedures should be discussed in advance with your probation officer.

Your probation officer has the authority to grant travel to anywhere within the continental U. S. Travel outside of the U.S. cannot be approved by your probation without prior approval from the Court through your attorney.