PROB 17
Rev. 01/20 MD/FL

GSA Vehicle:

U.S. PROBATION AND PRETRIAL SERVICES TRAVEL LOG

DISTRICT: Middle District of Florida

DATE

OFFICER NAME:

EXPENSE CODE
A-Telephone
B-Parking
C-Other
T-Tolls

CONTACT CODES (P-Personal/C-Collateral)
H-Home
C-Community
PS-Presentence
PR-Prerelease for Institution
PT-Pretransfer
SI-Special Investigation
SS-Social Services for Institution
OPO-Other Probation/ Pretrial Services Officer
PTS-Pretrial Services
PTSD-Pretrial Services Diversion
FWR-Furlough/Workrelease

PROBLEM CODES
DA-Drug Abuse
UA-Urine Collection
PS- Psychological/ Psychiatric
HS-Housing /Shelter
O-Other
AL-Alcohol
MS- Monitoring/Surveillance
EM-Employment
FB- Financial/Budgeting
FM-Family/Marital
ET-Education/Training

DAILY TRAVEL RECORD

DESTINATION	ODOMETER READING	MILES TRAVELED	OTHER EXPENSES		CONTACT CODE	PROBLEM CODE	CASE NUMBER/NAME OF CASE	ACTIVITY AND PERSON CONTACTED
START								
TO								
TO								
TO								
TO								
TO								
TO								
TO								
TO								
TO								
TO								
TO								
TO								
TO								
TO								
TO								
TO								

Mileage Rates:
- No mileage claimed as GSA vehicle used
- POV as personal convenience, rate claimed at .18¢ per mile
- POV used, GSA vehicle unavailable, rate claimed at .625¢ per mile

PER DIEM			TOTAL MILES TRAVELED	TOTAL OTHER EXPENSES	NUMBER OF MILES FROM HOME TO OFFICE	TOTAL OF COMMON CARRIER EXPENSES	SIGNATURE OF PROBATION OFFICER
TIME STARTED	TIME RETURNED	AMT. CLAIMED	AMOUNT CLAIMED FOR MILEAGE				