

EFFECTIVE IMMEDIATELY: There is a \$10.00 Administration Fee for each request. No travel will be approved during first 90 days of program, court dates, or graduation.

Testing Tips:

The maximum number of days that will be excused for testing is 2 days (48 hours). Any trips beyond 48 hours will require you to locate another testing facility to test at. All approved travel will require a test on return at the Cherokee County Drug Lab immediately upon your return.

If locating another testing facility, a minimum of a 5 panel drug test AND an EtG test is required. Some facilities can do this test as one combined test. Some facilities will only do as two separate tests. You must be sure that you are tested for both. We prefer that the urine collection is observed.

The preferred alcohol test is always going to be an EtG test. If you cannot find a location to do the EtG test, you may request that the court allow you to substitute another type of alcohol test (urine alcohol, breath test) but this would only be allowed under very limited circumstances at the team's discretion. If a breath test is approved it must be completed by 9 a.m. on the day that you are called to test.

Testing is still done seven days a week and includes all holidays. Your testing location should be open for testing to accommodate.

We require a minimum of a 5-panel drug test which tests for marijuana, cocaine, amphetamine, opiates, and benzodiazepines. The number describing the type of drug test indicates the number of substances you are being tested for. *A 9 panel test would test for those five substances plus an additional 4 substances.* As long as the number describing the test is greater than 5, we will accept the drug test.

The court does not supply lab forms or orders for testing. You must find a location that will allow you to test on a walk-in basis. You should be prepared to identify yourself with photo ID to the lab facility that you choose.

Results will only be accepted from the testing facility and must be sent directly to the DUI Court Office by e-mail or fax 678-493-6358. You will need to sign a release of information allowing the testing facility to contact the court office with results.

Some facilities do not offer same day results. It can take 24 to 48 hours or longer to get results from a lab. You must send proof that a test was done on the day of testing by 5 p.m. on the date you test. Do not wait until you have results to send. Proof can be a note from the lab or a copy of your receipt showing date you did the test.

It is **your** responsibility to find a facility and meet the requirements of testing. Testing facilities can be listed in yellow pages or internet under many different categories. Try searching for drug testing, labs, substance abuse counseling, and employee drug testing or court services. Try calling the local probation office where you want to visit and see where they send clients for testing. It is your responsibility to call the facility you select to verify they conduct the type of testing required.

Be sure that you understand clearly when the facility will be open and what they require from you to be tested before you travel.

Returning from your trip you must be tested at your own expense at the Cherokee County Drug Lab, the cost for a test on return is \$35.00 and will be billed to your account with the DUI Court. DO NOT submit a payment to the Drug Lab.

If for any reason you do not travel, you must notify the DUI Court office immediately and resume calling the hotline. Failure to comply with the terms of the travel agreement and/or testing could result in sanctions and no additional travel.

Travel requests should be submitted to the DUI Court Office two weeks prior to travel. No travel will be approved for participants during first 90 days of program. Participants must be current on all their program requirements and financial obligations for travel to be considered. Travel will not be approved on Court dates or graduation. In the case of family emergency, you may call the court office and request for verbal permission to travel. \$10 Admin. Fee for each request submitted. No travel will be permitted 60 days following a sanction. If you need assistance completing this form, please contact the DUI Court office.

Travel Request/Agreement for:

I am requesting that I be allowed to travel on the following dates:

Destination:

Date Leaving:

Time:

Date Returning:

Time:

Purpose of trip (attach documentation):

Testing (check one):

I understand that if I am given permission to travel I must continue to call the testing hotline. I will be expected to submit to a minimum of a 5-panel drug test AND an EtG test at my expense while on my trip if I am selected by calling the hotline. I will also be expected to submit to a test at my own expense (\$35) within 24 hours of my return. Return tests are to be done at the Cherokee Drug Lab and the cost of the test will be billed to my account with the DUI Court. I am responsible for arranging all of my testing prior to leaving for my trip. (Additional testing tips included in Travel Request Instructions).

_____ I have arranged drug testing at:
Name of company:

Address:

Phone number:

_____ I am unable to locate a testing facility to meet my needs. I am requesting that I allowed to wear a SCRAM monitor (at my expense) while I am gone in lieu of testing while on my trip. I will be able to download the SCRAM via a land line/cell phone. I agree that I will follow up with an EtG/drug test within 24 hours of return.

_____ I am requesting to be allowed to test on return only (ONLY allowed for trips less than 48 hours).

Responsibilities

I am responsible for arranging my treatment schedule around my travel dates prior to travel

I understand that I am not allowed to extend my travel dates without permission from the DUI Court Office

I understand that failing to meet any of my testing requirements will be considered a positive test

I understand that if for any reason I do not travel, I will contact the DUI Court office immediately and resume calling the hotline

I understand that failing to follow this request/agreement as written will result in a sanction

Signed,

Date:

Participant

A valid handwritten or digital signature is required. Typed names alone will not be accepted.

For DUI Court Office Use Only

Approved with following conditions _____:

DUI Court Coordinator

Date approved

Denied_____ Reason for denial:
