



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

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Volume:	X	Forms	
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Issuance:	16.86	CP&P Form 16-86, Request Form for Travel Class "B" Status	

Click here to view, complete or print the CP&P Form [16-86](#), Request Form for Travel Class "B" Status.

WHEN TO USE IT

This form serves as the application and approval for Travel Class "B" status, per policy in [CP&P-IX-F-1-700](#), Travel Class. Approvals are valid for a six month period.

HOW TO USE IT

- The employee completes Section I and signs the Employee's Certification.
- The supervisor signs Section II, Supervisor's Certification, to certify that his/her employee's assignments meet the requirements for Travel Class "B" status.
- Section III is signed and dated by the Area Business Manager, or other designated Senior Staff member, to approve Travel Class "B" status.

DISTRIBUTION

Original - DCF, Office of Accounting, CC# 973
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