



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	8-15-2011
Subchapter:	1	Forms	
Issuance:	16.87	<b>CP&amp;P Form 16-87, Request Form for Travel Class "C" Status</b>	

Click here to view, complete or print the CP&P Form [16-87](#), Request Form for Travel Class "C" Status.

### WHEN TO USE IT

This form serves as the application and approval for Travel Class "C" status, per policy in [CP&P-IX-F-1-700](#). 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, of the form to certify that his/her employee's assignments meet the requirements for Travel Class "C" status.
- Section III is signed and dated by the Area Business Manager or designated Senior Staff member, to approve Travel Class "C" status.

### DISTRIBUTION

Original - DCF, Office of Accounting, CC # 973  
Copy - Employee