



New Jersey Department of Children and Families Policy Manual

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Click here to view or print the [Request for Official Reception Authorization](#).

WHEN TO USE IT

This form is used when seeking authorization for official reception reimbursement. See [CP&P-IX-F-1-700](#), Travel Regulations.

HOW TO USE IT

- Submit the Request for Official Reception Form to the DCF, Office of Accounting 30 working days prior to the date of the event.
- Thoroughly complete the form with all necessary justifications, verifications, and backup materials related to the event. This form must be typed.
- All requests are subject to review and approval by the Department of Children and Families.
- The Department of Treasury's approval is required when the total cost exceeds \$5,000 and/or more than five staff are scheduled for the same event.

TIPS FOR COMPLETING THE FORM

- Part A, General Information: Give specific details regarding the reason for travel or nature of Official Reception in the large box provided. Attach additional information if needed.
- The following information must be included on the form to support the official reception request:
 - the purpose for conducting the official reception

- the make-up of the group invited to the reception, including the number of employees attending the event
 - a complete breakdown of all costs including meals, refreshments, room rental charges, honorariums, etc. Attach proposed contract from the conference, banquet, or hotel facility, if applicable
 - any other information or justification that will demonstrate the benefit to the Division from the function
- The original form should have all the necessary documentation and, if required, other forms attached such as [Form RT.2](#), Request for Travel Exception, Request for Approval for Attendance at Event.

DISTRIBUTION

Original - DCF, Office of Accounting
Copy - Employee