



State of New Jersey

CHRIS CHRISTIE
Governor

DEPARTMENT OF EDUCATION
PO Box 500
TRENTON, NJ 08625-0500

KIM GUADAGNO
Lt. Governor

DAVID C. HESPE
Commissioner

January 27, 2015

Ms. Kelly Brown
President, Association of Student
Assistance Professionals of New Jersey
73 Haines Street
Lanoka Harbor, New Jersey 08734

Dear Ms. Brown:

The New Jersey Department of Education is in receipt of your letter submitted on behalf of Association of Student Assistance Professionals of New Jersey (ASAP-NJ) requesting a waiver of the prohibition on overnight travel in order to facilitate the hosting of the 29th Annual Conference planned for February 26 & 27, 2015 in Atlantic City, New Jersey.

As you are aware, *N.J.S.A. 18A:11-12* requires that boards of education must ensure that all school district travel expenditures are "in compliance with state travel payment guidelines as established by the Department of the Treasury..." State Department of the Treasury *OMB Circular 12-14 Section X.B* specifically prohibits reimbursement of in-State overnight travel. However, the circular authorizes the Commissioner of Education "to grant waivers for overnight travel for school board members and school district employees to attend in-State conferences pursuant to guidelines issued by the Department of Education," *OMB Circular 12-14 Section I.B.8*.

The Department's regulations at *N.J.A.C. 6A:23A-7.11(c)* authorize the Commissioner to grant overnight in-State travel waivers only in extremely limited circumstances, where the sponsoring organization can demonstrate that the conference is broad and multidisciplinary in scope, comprised of content-rich educational programming with important professional development opportunities and/or required training. In addition, the sponsoring organization must demonstrate that the conference's content, structure, scheduling and anticipated attendance necessitate that it be held on multiple consecutive days with overnight lodging. The travel regulations are posted on the Department's web site at: <http://www.state.nj.us/education/code/current/title6a/chap23a.pdf>.

Pursuant to the regulations, waivers will not be granted for reimbursement of lodging prior to the first day of the event or after check-out time of the last day of the event. Moreover, waivers will be considered only where the sponsoring organization can demonstrate

Ms. Kelly Brown

Page 2

January 27, 2015

that the conference is broad and multidisciplinary in scope, comprised of content-rich educational programming with important professional development opportunities and/or required training. In addition, the sponsoring organization must demonstrate that the conference's content, structure, scheduling and anticipated attendance necessitate that it be held on multiple consecutive days with overnight lodging.

After carefully reviewing your submission, the Department finds that the 29th Annual Conference planned for February 26 & 27, 2015 in Atlantic City, New Jersey meets the criteria of the regulations. Specifically, I note that based upon the content of your submission, the conference will provide timely and relevant training and workshops for those school district personnel charged with maintaining mental health and substance abuse services for their students. For this reason, the waiver request is granted. As a result of the waiver, school districts and charter schools will be able to reimburse attendees for overnight lodging on February 26, 2015 provided that the remaining conditions delineated in this letter are met. Reimbursement for registration fees, mileage and meals, subject to the limitations and conditions set forth in *OMB Circular 12-14* and *OMB Circular 11-09* may also be permissible. School districts and charter schools should ensure that they approve attendance only of board members, trustees, and employees whose duties are related to the purposes of the conference or who are required to attend to meet continuing education requirements as a condition of continued employment.

Moreover, please be advised that the waiver of the prohibition for reimbursement for overnight lodging covers only those attendees whose home to event commute exceeds 50 miles. In other words, only those individuals whose one-way commute to the 29th Annual Conference planned for February 26 & 27, 2015 in Atlantic City, New Jersey exceeds 50 miles may obtain reimbursement from their school district for overnight lodging for February 26, 2015.

Finally, I want to express my appreciation of the efforts of the ASAP-NJ to offer professional development opportunities to those who strive to provide quality public education in New Jersey. My best wishes for a successful conference.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Hespe", with a long horizontal line extending to the right.

David C. Hespe
Commissioner

DCH/RB/KD/YT/MM/PL Y:\Referrals\2015\Travel Waiver Requests\ASAP-NJ\ASAP-NJ.docx

c: Senior Staff

Executive County Superintendents