



State of New Jersey

DEPARTMENT OF EDUCATION

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Governor

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Lt. Governor

DAVID C. HESPE
Commissioner

September 11, 2015

Dr. Richard G. Bozza, Executive Director
New Jersey Association of School Administrators
920 West State Street
Trenton, NJ 08618-5328

Dear Dr. Bozza:

The New Jersey Department of Education is in receipt of your letter submitted on behalf of New Jersey Association of School Administrators (NJASA) and the New Jersey Association of Pupil Services Administrators (NJAPSA) requesting a waiver of the prohibition on in-State overnight travel in order to facilitate the hosting of the next two annual Spring Education Conferences planned for May 11, 12, and 13, 2016, and May 10, 11, and 12, 2017, 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 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 that the conference is broad in scope and 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 next two annual NJASA/NJAPSA Spring Conferences planned for May 11, 12, and 13, 2016, and May 10, 11, and 12, 2017, in Atlantic City, New Jersey, meet the criteria of the regulations. Specifically, I note that based upon the content of your submission, each conference promises to be broad in scope, of current relevance to New Jersey's education community, attract attendees representing a wide geographical area, and offer a comprehensive professional development opportunity including continuing education credits for New Jersey's education professionals. Furthermore, the structure and scheduling of the conference necessitates a multiday event. For these reasons the waiver request is granted. As a result of this waiver, school districts, charter schools and renaissance school projects will be able to reimburse attendees for overnight lodging on May 11 and 12, 2016, and on May 10 and 11, 2017, 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, charter schools and renaissance school projects 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 annual Spring Education Conferences planned for May 11, 12, and 13, 2016, and May 10, 11, and 12, 2017, in Atlantic City, New Jersey, exceeds 50 miles may obtain reimbursement from their school district, charter school or renaissance school project for overnight lodging for May 11 and 12, 2016, and May 10 and 11, 2017, pursuant to their registration. As mentioned earlier, 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.

Finally, I want to express my appreciation of the joint NJASA/NJAPSA effort to provide professional development opportunities to those who strive to provide quality public education in New Jersey. My best wishes for a successful conference.

Sincerely,



David C. Hespe
Commissioner

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c: Senior Staff

Executive County Superintendents