



State of New Jersey  
DEPARTMENT OF EDUCATION  
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Governor

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Lt. Governor

ANGELICA ALLEN-McMILLAN, Ed.D.  
Acting Commissioner

March 2, 2022

Dr. Lawrence S. Feinsod, Executive Director  
New Jersey School Boards Association  
413 West State Street  
Trenton, NJ 08618

Dear Dr. Feinsod:

The New Jersey Department of Education is in receipt of your letter submitted on behalf of the New Jersey School Boards Association (NJSBA), and workshop co-sponsors, the New Jersey Association of School Administrators (NJASA), and the New Jersey Association of School Business Officials (NJASBO) requesting a multi-year waiver of the prohibition on overnight travel in order to facilitate hosting the 2024 and 2025 Annual Workshops. I understand that each of the workshops remain in the planning phase and are expected to occur over four consecutive days, October 21 through October 24, 2024 and October 20 through October 23, 2025, 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..." *N.J.A.C. 6A:23A-7.11(b)* and State Department of the Treasury OMB Circular 16-11 Section X.B specifically prohibit reimbursement of in-state overnight travel. However, the circular and *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 [NJDOE's website](#).

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 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.

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After carefully reviewing your submission, the NJDOE finds that the joint NJSBA, NJASA, and NJASBO 2024 and 2025 Annual Workshops each promise to meet the criteria of the regulations. Specifically, based upon the content of your submission, each workshop will be structured in a manner similar to the previously conducted joint workshop events that met the regulatory requirements and were approved for a waiver of the in-state overnight travel prohibition. That is, although these workshops remain in the planning phase, it has been demonstrated that each workshop will be broad in scope, of current relevance to chief school administrators, local board members and charter school trustees, school business administrators, and school facility personnel. For these reasons, your multi-year waiver request covering 2024 and 2025 is granted.

Because of this waiver, school districts, charter schools, and renaissance school projects will be able to advance plan their reimbursements to eligible attendees for overnight lodging on **October 21 – 23, 2024 and October 20 – 22, 2025** only, 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 16-11 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 NJSBA, NJASA, and NJASBO 2024 and 2025 Annual Workshop 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 **October 21 – 23, 2024 and October 20 – 22, 2025**.

Finally, I want to express my appreciation for the effort of the NJSBA, NJASA, and the NJASBO to provide professional development opportunities to those who strive to provide quality public education in New Jersey. My best wishes for a successful conference for each of the years to which this waiver is applicable.

Sincerely,



Angelica Allen-McMillan, Ed.D.  
Acting Commissioner

AAM/KD/mp

c: Senior Staff

Executive County Superintendent