



State of New Jersey

DEPARTMENT OF EDUCATION
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TRENTON, NJ 08625-0500

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Governor
KIM GUADAGNO
Lt. Governor

DAVID C. HESPE
Commissioner

August 23, 2016

Dr. Richard G. Bozza, Executive Director
New Jersey Association of School Administrators
920 West State Street
Trenton, NJ 08618-5394

Dear Dr. Bozza:

The New Jersey Department of Education is in receipt of your letter submitted on behalf of the New Jersey Association of School Administrators (NJASA), and workshop co-sponsors, the American Association of School Administrators (AASA) and the Foundation for Educational Administration (FEA), requesting a waiver of the prohibition on overnight travel in order to facilitate the hosting of the 2017 Women's Leadership Conference scheduled for March 30–31, 2017, in Monroe Township, New Jersey. The conference is open to both men and women who wish to benefit from the event.

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 16-11* 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 16-11 Section I.B.7*.

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

Dr. Richard G. Bozza

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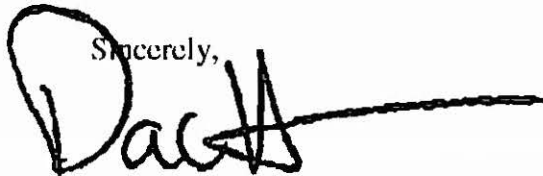
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that the conference is broad and comprised of content-rich educational programming with important professional development opportunities and/or required training. In addition, the sponsoring organization must demonstrate that the conference's content, 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 2017 Women's Leadership Conference scheduled for March 30–31, 2017, in Monroe Township, New Jersey, meets the criteria of the regulations. Specifically, I note that based upon the content of your submission, the conference will offer two days of professional development to provide critical information and training on the various key issues of concern in school administration and instruction. For these reasons, the waiver request is granted. As a result of the waiver, school districts, charter schools and renaissance school projects will be able to reimburse those attendees for overnight lodging to the extent permitted by N.J.A.C. 6A:23A-7.11(e) and (f), on March 30, 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 16-11* and *OMB Circular 11-09*, may also be permissible. School districts, charter school 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 2017 Women's Leadership Conference scheduled for March 30–31, 2017, in Monroe Township, New Jersey, exceeds 50 miles may obtain reimbursement from their school district, charter school or renaissance school project for overnight lodging for March 30, 2017.

Finally, I want to express my appreciation of the NJASA, the AASA, and the FEA's efforts 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