

**Process to obtain a Travel Waiver for your organization's event:**

Organizations who wish to obtain a waiver of overnight travel expenditures for those attendees who wish to participate in a multi-day conference can do so by writing to the Commissioner of Education and include the details of the event as indicated in N.J.A.C. 6A:23A-7.11.

Upon review of the information submitted, waivers will be granted for those who demonstrate that the conference will offer content that will be broad and multi-disciplinary in scope, incorporate content offerings from numerous specialty areas, and includes important professional development opportunities and/or required training.

Please note that if a waiver of the prohibition on overnight travel is granted pursuant to this section, it shall permit reimbursement for travel expenses for only those individuals whose home to convention commute exceeds 50 miles.

Requests can be sent to:

Commissioner  
New Jersey Department of Education  
P.O. Box 500  
Trenton, NJ 08625  
commissioner@doe.nj.gov

Please allow sufficient time for proper review by the Department.

**N.J.A.C. 6A:23A-7.11**

(c) The Commissioner shall be authorized to grant waivers for overnight travel for school board members and school district employees to attend in-State conferences. Such waivers will be granted in only extremely limited circumstances, where the sponsoring organization can demonstrate that the conference is broad and multi-disciplinary in scope, incorporates content offerings from numerous specialty areas, and includes 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. When such waivers are granted, individual school districts or individuals will not be required to submit waiver requests for attendance at these conferences.

1. Sponsors of conferences may submit to the Commissioner a request for a waiver of this prohibition by providing information regarding the conference as follows:

i. The name and dates of the event;

ii. Justification for the length of the conference and the necessity to hold events for each day beyond the first day of the conference;

iii. Identification of all other conferences sponsored or co-sponsored by the organization (whether single or multi-day) in the previous year;

iv. A description of the target audience by position title and/or educational certificate and endorsement;

v. Justification of the importance of the target audience attending the event;

vi. The cost of registration;

vii. A detailed list and description of any activities to be charged to the participants by the sponsor separate from the registration fee such as luncheons, work shops, entertainment, etc., including:

(1) The cost of the activity;

(2) Whether participation is mandatory or voluntary; and

(3) The purpose such as social, guest speaker, working session, etc.;

viii. A copy of agenda or program for the event;

ix. A brief statement that includes the primary purpose of the event and the key issues that will be addressed at the event and their relevance to improving instruction or the operation of a school or school district;

x. For training events, whether the training is needed for a certification required for continued employment, continuing education requirements, or requirements of Federal or State law; and

xi. In the case of annual events, total attendance and registration cost for previous year.

(d) If a waiver of the prohibition on overnight travel is granted pursuant to this section, it shall permit reimbursement for travel expenses for only those individuals whose home to convention commute exceeds 50 miles.

(e) Overnight travel within the State shall not be eligible for subsistence reimbursement if travel is on the day prior to the start of the conference. Reimbursement shall be prohibited for lodging prior to check-in time for the first day of the event or after check-out time on the last day of the event.