PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

State of New Jersey
DEPARTMENT OF EDUCATION
PO BOX 500
TRENTON, NJ 08625-0500

ANGELICA ALLEN-MCMILLAN, Ed.D.
Acting Commissioner

August 2, 2022

Dr. Donna McInerney
Chief Executive Officer
Foundation for Educational Administration
12 Centre Drive
Monroe Township, NJ 08831

Dear Dr. McInerney:

The New Jersey Department of Education is in receipt of your letter submitted on behalf of the New Jersey Principals & Supervisors Association (NJPSA), the Foundation for Educational Administration (FEA), and the New Jersey Association for Supervision and Curriculum Development (NJASCD), requesting a waiver of the prohibition on overnight travel in order to facilitate the hosting of the 2022 Fall Conference planned for October 13 and 14, 2022, 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. 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. The travel regulations are posted on the [NJDOE's website](#).

After carefully reviewing your submission, the NJDOE finds that the 2022 the NJPSA, the FEA and the NJASCD's Fall Conference planned for October 13-14, 2022, meets the criteria of the regulations and is hereby approved. Because of this waiver, school districts, charter schools, and renaissance school projects will be able to reimburse eligible attendees for overnight lodging on **October 13, 2022** 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 2022 Fall Conference in Atlantic City, NJ, exceeds 50 miles may obtain reimbursement from their school district, charter school or renaissance school project for overnight lodging for **October 13, 2022**.

Finally, I want to express my appreciation for the effort of the NJPSA, the FEA and the NJASCD 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,

Angelica Allen-McMillan, Ed.D.,
Acting Commissioner

AAM/KD/mp
c: Senior Staff
    Executive County Superintendent