



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

May 15, 2014

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

DAVID C. HESPE
Acting Commissioner

Dr. Jay Doolan, Chief Executive Officer
Foundation for Educational Administration
12 Centre Drive
Monroe Township, New Jersey 08831

Dear Dr. Doolan:

The New Jersey Department of Education is in receipt of the travel waiver application you submitted on behalf of the New Jersey Principals and Supervisors Association (NJPSA), The New Jersey Association for Supervision and Curriculum Development (NJASCD), and the Foundation for Educational Administration (FEA) requesting a waiver of the prohibition on overnight travel in order to facilitate the hosting of the 2014 Fall Conference planned for October 16 and 17, 2014 in Long Branch, 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..." 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 and comprised of content-rich educational

Dr. Jay Doolan

Page 2

May 15, 2014

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 jointly sponsored NJPSA/NJASCD/FEA 2014 Fall Conference, "ENGAGE" planned for October 16 and 17, 2014 in Long Branch, New Jersey meets the criteria of the regulations. Specifically, I note that based upon the content of your submission, the conference will offer a comprehensive two day professional development opportunity of significance to New Jersey's public school leadership. Furthermore, the structure and scheduling of the conference necessitates a multiday event. For these reasons, the waiver request is granted. As a result of the waiver, school districts and charter schools will be able to reimburse those attendees whose lodging is not complimentary as offered in the conference's "early registration package." Such reimbursement is only for overnight lodging on October 16, 2014 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 and charter schools 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 this waiver permitting reimbursement of in-State 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 NJPSA/NJASCD/FEA 2014 Fall Conference, "ENGAGE" planned for October 16 and 17, 2014 in Long Branch, New Jersey exceeds 50 miles may obtain reimbursement from their school district for overnight lodging for October 16, 2014.

Finally, I want to express my appreciation of this joint 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
Acting Commissioner

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c: Senior Staff
Executive County Superintendents
Pam Castellanos