



State of New Jersey

DEPARTMENT OF EDUCATION

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TRENTON, NJ 08625-0500

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

DAVID C. HESPE
Acting Commissioner

October 17, 2014

Ms. Diane Genco, Executive Director
New Jersey School-Age Care Coalition
231 North Avenue West #363
Westfield, NJ 07090

Dear Ms. Genco:

The New Jersey Department of Education is in receipt of your letter submitted on behalf of the New Jersey School-Age Care Coalition (NJSACC) group requesting a waiver of the prohibition on in-State overnight travel in order to facilitate the hosting of the professional development conferences planned in partnership with the New Jersey Department of Education's Office of Student Support Services and the New Jersey Principals and Supervisors Association for November 20, 2014 and the Annual Conference on Afterschool hosted by NJSACC on November 21-22, 2014 in Princeton, 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 1.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 in scope 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 when combined as a single professional development opportunity targeted to the same audience of education professionals, The Institute on Expanded Learning: Opportunities For Student Success conference planned for November 20, 2014 and the New Jersey Annual Afterschool Conference planned for November 21-22, 2014 in Princeton, New Jersey, meets the criteria of the regulations. Specifically, I note that based upon the content of your submission, the combined conference promises to provide three full days of workshops designed to provide attendees with a variety of services and educational opportunities for all professionals who provide expanded learning opportunities to students and seek to

incorporate such important principles into all aspects of learning. Finally, I note that the program schedule for each of the three days offers multiple concurrent workshops from early morning through late afternoon, necessitating an overnight stay for attendees. For these reasons, the waiver request is granted. As a result of this waiver, school districts and charter schools will be able to reimburse attendees who are registered for the following dates as indicated in the chart below provided that the remaining conditions delineated in this letter are met.

Date of Conference Attendance	Date of overnight travel waiver granted
November 20, 21 and 22, 2014	November 20 and 21, 2014
November 20 and 21, 2014	November 20, 2014 only
November 21 and 22, 2014	November 21, 2014 only
Any single day attendance	Waiver not applicable

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 of only board members, trustees, and employees whose duties are related to the purpose 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 professional development conferences planned in Princeton exceeds 50 miles may obtain reimbursement from their school district or charter school for overnight lodging as indicated above.

Finally, I want to express my appreciation of the NJSACC'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. Hesse
Acting Commissioner

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c: Executive County Superintendents
Senior Staff
Pam Castellanos