



State of New Jersey  
DEPARTMENT OF EDUCATION  
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CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

BRET SCHUNDLER  
Commissioner

March 17, 2010

Mr. Charlie Miele, Executive Director  
New Jersey Buildings & Grounds Association  
P.O. Box 294  
West Milford, NJ 07480

Re: Request for Waiver of Prohibition on Overnight Travel for the Annual Spring Conference

Dear Mr. Miele:

The New Jersey Department of Education is in receipt of the application you submitted on behalf of the New Jersey School Buildings & Grounds Association (NJSBGA) requesting a waiver of the prohibition on overnight travel in order to facilitate the hosting of its two day Annual Spring Conference/Expo on March 30, 31, 2010 in Atlantic City.

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..." On March 17, 2008, the State Department of the Treasury issued *OMB Circular 08-19* that at 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 08-19 Section I.B.8.*

On April 17, 2008, the Department of Education issued proposed guidelines on waivers for overnight travel. See Proposed Guidance on Overnight Travel (Proposed Guidance) [http://www.state.nj.us/education/genfo/travel\\_overnight.pdf](http://www.state.nj.us/education/genfo/travel_overnight.pdf). Subsequently, after careful consideration, the department revised the guidelines to reflect its determination that waivers of the overnight travel prohibition should be granted in only extremely limited circumstances, consistent with the clear Legislative intent to reduce non-instructional expenses of public school districts, particularly those related to travel. The revised guidelines were incorporated into regulations adopted on December 18, 2008 at N.J.A.C. 6A:23A-7.11 and are posted on the department's web site at: <http://www.state.nj.us/education/code/current/title6a/chap23a.pdf>.

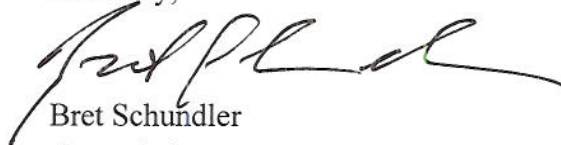
Pursuant to the regulations, waivers will not be granted for reimbursement for lodging prior to the first day of the event or after check-out time of the last day of the event. Moreover, waivers will be considered only where the sponsoring organization can demonstrate that the conference is broad and comprised of content-rich educational 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.

In connection with your waiver application, you submitted the 2010 agenda for the Annual Spring Conference/Expo. After carefully reviewing the submission, the department finds that the NJSBGA Annual Spring Conference/Expo does not meet the criteria of the regulations. Based upon our review of the agenda, the department finds that the NJSBGA conference is narrow in scope and lacks the breadth of content necessary to justify that it be held on consecutive days with overnight lodging in order for attendees to benefit from the conference's offerings. It is for this reason that your request for a waiver of the overnight travel prohibition is denied.

It is important to note, however, that denial of your waiver request does not mean that you cannot hold a multi-day conference. Rather, it prohibits districts from reimbursing school board members and district employees for *overnight lodging* in connection with your conference. The conference can still proceed; however, districts may not reimburse attendees for such overnight lodging. Reimbursement for registration fees, mileage and meals, subject to the limitations and conditions set forth in OMB Circular 08-19 and OMB 06-14, may be permissible.

Finally, I want to emphasize that although the waiver request is denied, I recognize the value and importance of the work performed by NJSBGA. However, as I am sure you are aware, given the fiscal constraints we are all facing, it is incumbent upon everyone in the education community to search for more efficient ways to deliver educational services. In the future, I encourage you and your organization to consider alternative means of providing professional development to minimize the need for overnight stays, such as holding one day, regional events.

Sincerely,



Bret Schundler  
Commissioner

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c: Executive County Superintendents  
Senior Staff