



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

MIKIE SHERRILL
Governor

DR. DALE G. CALDWELL
Lt. Governor

DR. LILY LAUX
Commissioner

March 2, 2026

Ms. Kristine Annunziata, Digital Marketing Manager
New Jersey Association of Educational Leaders
295 Morris Ave
Long Branch, NJ 07740

Re: Approval of Overnight Travel Waiver for 2026 NJ Conference

Dear Ms. Annunziata:

The New Jersey Department of Education has reviewed your request submitted on behalf of New Jersey Association of Educational Leaders (NJAEI) in conjunction with MRA International, seeking a waiver of the in-state overnight travel restriction to support the professional development conference in Long Branch, New Jersey, scheduled for July 15 to 17, 2026.

Under N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7.11, and the State Department of Treasury OMB Circular 16-11, reimbursement for in-state overnight travel is generally prohibited. However, in accordance with N.J.A.C. 6A:23A-7.11(c), exceptions may be granted for events that are broad and multidisciplinary in scope, comprised of content-rich educational programming, and offer important professional development opportunities or required training. After carefully reviewing your submission, **it has been determined that the conference meets these criteria and is hereby approved.**

Waiver Approval Details:

- **Overnight lodging reimbursement** is approved for July 15 & 16, 2026 **only**.
- Reimbursement is limited to attendees whose **one-way commute exceeds 50 miles**.
- **Registration fees, mileage, and meals** may be reimbursed per the OMB Circulars 20-04 and 16-11
- Districts must ensure attendance is limited to staff whose roles align with the conference's purpose or continuing education requirements.

We appreciate NJAEI and MRA International's commitment to advancing education and wish you a successful event.

Sincerely,

A handwritten signature in black ink, appearing to read "Lily Laux".

Dr. Lily Laux
Commissioner

LL/JH/mp
c: Senior Staff
Executive County Superintendent