

October 21, 2005

TO: Directors, Private Schools for the Disabled

FROM: Katherine P. Attwood, Director  
Office of Fiscal Policy & Planning

SUBJECT: 2005-2006 Allowable Reimbursement for the Cost of Meals and Hotel Accommodations in Accordance with N.J.A.C. 6A:23-4.5(a)35 (Effective 10/1/05–9/30/06)

In accordance with N.J.A.C. 6A:23-4.5(a)35, a cost that is not allowable in the calculation of the certified actual cost per student is the cost of meals and hotel accommodations associated with daily or overnight travel in excess of those contained in New Jersey Office of Management and Budget (OMB) Circular Letter 98-03-OMB (superseded by 06-02-OMB) and subsequent circulars. Circular Letter 06-02 refers to the Federal Per Diem Rates Schedule, which provides a listing of all states and major cities, along with the amounts allowed to be expended per day for the major categories of lodging and meals/incidentals at each location.

The per diem rates reflected under the column heading “M&IE” for meals and incidental expenses include all taxes and gratuities. The per diem rates reflected under the column heading “Lodging Rate” do not include any type of taxes (all taxes are reimbursed in addition to the amount indicated).

The following restrictions apply to the allowable per diem reimbursements:

1. For all official business travel, allowable per diem reimbursement for housing and meals will be actual reasonable costs, not to exceed the Federal Per Diem Rates as established in the Federal Register for the current year. If an employee’s destination is neither the city nor the county listed in the Federal Register (attached listing), it is considered a standard CONUS destination and the maximum per diem reimbursement is as follows: meals and incidental expenses of \$39, lodging of \$60 for a total of \$99.

2. Lodging expenses may exceed the Federal Per Diem Rates and be allowable if the hotel is the site of the convention, conference, seminar or meeting and the going rate of the hotel is in excess of the Federal Per Diem Rates. If the hotel is connected to the convention center, the department would consider the hotel to be the site of the convention center, which would meet this criterion.

The attached listing of the per diem rates will be posted on the department's Web site at the private schools for the disabled page at <http://www.nj.gov/njded/finance/fp/psd/0506/annual.shtml> under 2005-2006 School Year - Annual Information – Allowable Reimbursement for the Cost of Meals and Hotel Accommodations (effective 10/1/2005 – 9/30/2006). The director of the private school should provide a copy of this information to the school's business manager and all other appropriate staff in the organization.

If you have any questions concerning this memo, please call Jim Verner at (609) 984-4229 or Elise Sadler-Williams at (609) 777-4483.

KPA:JV/esw/2005-2006 memo federal per diem rates.doc

Attachment

c: Isaac R. Bryant  
 Penelope Lattimer  
 Albert A. Monillas  
 William King  
 J. Michael Rush  
 Jay Doolan  
 Barbara Gantwerk  
 Gordon MacInnes  
 Yut'se Thomas  
 Donna Arons  
 Raymond Montgomery  
 Cecelia Downey  
 Lisa McCormick  
 County Superintendents  
 County School Business Administrators  
 County Supervisors of Child Study  
 Judy Vazquez  
 Jim Verner  
 Elise Sadler-Williams