



**State of New Jersey**

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

CHRISTOPHER D. CERF  
*Acting Commissioner*

April 16, 2012

Mr. Willard Trevena, President  
New Jersey Juvenile Officers Association, Inc.  
P. O. Box 131  
Sewaren, New Jersey 07077

Dear Mr. Trevena:

The New Jersey Department of Education is in receipt of the travel waiver application you submitted on behalf of the New Jersey Juvenile Officers Association, Inc. (NJJOA) requesting a waiver of the prohibition on overnight travel in order to facilitate the hosting of the 2012 Annual NJJOA Conference planned for May 31, and June 1, 2012 in Atlantic City, 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 11-05 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 11-05 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 in only 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>.

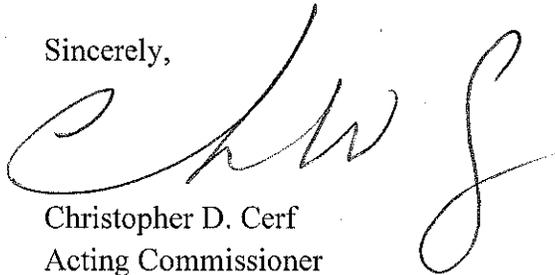
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After carefully reviewing your submission, I have determined that the 2012 Annual New Jersey Juvenile Officers Association, Inc. Conference does not meet the specific requirements of the regulations to provide programming that is broad and multidisciplinary in scope, and comprised of content-rich instruction related programming necessitating multiple consecutive days of attendance. Additionally, I find that the structure and scheduling of the Conference does not necessitate overnight lodging. For these reasons, the waiver request to permit in-State travel for attendance at this multiday conference is denied.

It is important to note that denial of your waiver request does not mean that NJJOA cannot hold a multi-day conference. Rather, the denial 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 11-09 and OMB 11-05, may be permissible.

Finally, I want to emphasize that although the waiver request is denied, I recognize the important contribution the work performed by the NJJOA provides to New Jersey's public schools.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. D. Cerf', written in a cursive style.

Christopher D. Cerf  
Acting Commissioner

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c: Executive County Superintendents  
Senior Staff