



State of New Jersey  
DEPARTMENT OF EDUCATION  
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Acting Commissioner

November 18, 2011

TO: Directors, Private Schools for Students with Disabilities

FROM: David Corso, Assistant Commissioner  
Division of Administration and Finance

SUBJECT: 2011-2012 Allowable Reimbursement for the Cost of Meals and Hotel Accommodations in Accordance with N.J.A.C. 6A:23A-18.5(a)35 (Effective 10/1/2011-9/30/2012)

In accordance with N.J.A.C. 6A:23A-18.5(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 11-05-OMB (supersede all previous travel regulations). Circular Letter 11-05-OMB 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. No overnight travel is permitted within the State unless the Commissioner has approved a waiver of the prohibition on overnight travel requested by the sponsoring organization;
2. For all official business travel, allowable per diem reimbursement for lodging 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;
3. If an employee's destination is somewhere other than the locations listed in the Federal Register, then the maximum per diem reimbursement allowable is \$46 for meal/incidental expenses and \$70 for lodging;
4. No allowance for meals is permitted for in-State travel except in limited circumstances authorized in Circular Letter 11-05-OMB;

5. The following expenses are not allowable:
- Charges for alcoholic beverages;
  - Charges for laundry, valet service, entertainment;
  - Reverse telephone charges or third party calls;
  - Charges for telephone calls applying for or inquiring about leaves of absence or extensions thereof, inquiring as to payment of salary or expense vouchers, or calls concerning any matter of purely a personal nature; and
  - Recall of any employee to duty during a period of leave of absence shall be avoided, except in cases of extreme emergency.

The attached listing of the per diem rates will be posted on the department's Web site at the private schools for students with disabilities page at <http://www.state.nj.us/education/finance/fp/psd/1112/annual.shtml> under 2011-2012 School Year - Annual Information - Allowable Reimbursement for the Cost of Meals and Hotel Accommodations (effective 10/1/2011 - 9/30/2012). 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 Elise Sadler-Williams at (609) 777-4483.

DC/esw/2011-2012 memo federal per diem rates 10-2011 to 10-2012.doc

Attachment

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