



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

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

ANGELICA ALLEN-McMILLAN, Ed.D.  
*Acting Commissioner*

October 20, 2021

Ms. Judy LoBianco, Executive Director  
Society of Health and Physical Education of New Jersey  
P.O. Box 2283  
Ocean, NJ 07712

Dear Ms. LoBianco:

The New Jersey Department of Education is in receipt of your letter submitted on behalf of Society of Health and Physical Education of New Jersey (SHAPE NJ), for a waiver of the prohibition on in-state overnight travel reimbursements in order to facilitate the hosting of the 103<sup>rd</sup> Annual Convention planned for February 14, 15, and 16, 2022 in Long Branch, 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..." *N.J.A.C. 6A:23A-7.11(b)* and State Department of the Treasury OMB Circular 16-11 Section X.B specifically prohibit reimbursement of in-state overnight travel. However, the circular and *N.J.A.C. 6A:23A-7.11(c)* authorize the Commissioner to grant overnight in-state travel waivers only in 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 [NJDOE's website](#).

Pursuant to the regulations, waivers will not be granted for reimbursement of 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 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.

Ms. Judy LaBianco

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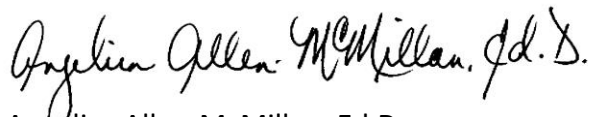
After carefully reviewing your submission, the NJDOE finds that the SHAPE NJ's Annual Convention in Long Branch, New Jersey, meets the criteria of the regulations. Specifically, based upon the content of your submission, the conference promises to be broad in scope, of current relevance to New Jersey's education community and will attract attendees representing a wide geographical area. For these reasons, a waiver request for the SHAPE NJ's 103rd Annual Convention is granted. Because of this waiver, school districts, charter schools, and renaissance school projects will be able to reimburse eligible attendees for overnight lodging on **February 14 and 15, 2022** only, provided that the remaining conditions delineated in this letter are met.

Reimbursement for registration fees, mileage and meals, subject to the limitations and conditions set forth in OMB Circular 16-11 and OMB Circular 11-09, may also be permissible. School districts, charter schools, and renaissance school projects should ensure that they approve attendance only of board members, trustees, and employees whose duties are related to the purposes of the conference or who are required to attend to meet continuing education requirements as a condition of continued employment.

Moreover, please be advised that the waiver of the prohibition for reimbursement for overnight lodging covers only those attendees whose home to event commute exceeds 50 miles. In other words, only those individuals whose one-way commute to the SHAPE NJ's Annual Convention in Long Branch, NJ, exceeds 50 miles may obtain reimbursement from their school district, charter school or renaissance school project for overnight lodging for **February 14 and 15, 2022**.

Finally, I want to express my appreciation for the effort of the SHAPE NJ to provide professional development opportunities to those who strive to provide quality public education in New Jersey. My best wishes for a successful conference.

Sincerely,



Angelica Allen-McMillan, Ed.D.  
Acting Commissioner

AAM/KD/mp

c: Senior Staff

Executive County Superintendent