



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

KEVIN DEHMER
Commissioner

December 22, 2025

Ms. Pamela L. Felder, President
Association of Student Assistance Professionals of New Jersey
P.O. Box 373
Allenhurst, NJ 07711-0373

Re: Approval of Overnight Travel Waiver for 39th Annual Conference

Dear Ms. Fedler:

The New Jersey Department of Education has reviewed your request submitted on behalf of the Association of Student Assistance Professionals of New Jersey (ASAP-NJ) seeking a waiver of the in-state overnight travel restriction to support the 39th Annual Conference in Princeton, New Jersey, scheduled for March 5 and 6, 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 March 5, 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 ASAP-NJ's commitment to advancing education and wish you a successful event.

Sincerely,

Kevin Dehmer
Commissioner

KD/DC/mp
c: Senior Staff
Executive County Superintendent