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

MIKIE SHERRILL
Governor

DR. LILY LAUX
Commissioner

November 10, 2026

Ms. Katelyn Zimmerman, President-Elect
Athletic Trainer's Society of New Jersey
400 Sullivan Way
West Trenton, NJ 08628

Re: Approval of Overnight Travel Waiver for 2027 NJ Conference

Dear Ms. Zimmerman:

The New Jersey Department of Education has reviewed your request submitted on behalf of the Athletic Trainer's Society of New Jersey (ATSNJ) seeking a waiver of the in-state overnight travel restriction to support the Annual Conference in Atlantic City, New Jersey, scheduled for February 28 & March 1, 2027.

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 February 28, 2027 **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 ATSNJ's commitment to advancing education and wish you a successful event.

Sincerely,

Dr. Lily Laux
Commissioner

LL/JH/mp
c: Senior Staff
Executive County Superintendent