



State of New Jersey

DEPARTMENT OF EDUCATION
PO Box 500
TRENTON, NJ 08625-0500

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

DAVID C. HESPE
Commissioner

January 29, 2016

Mr. Robert P. Rossi,
Supervisor of Athletics
President-Elect, Directors of Athletics Association of New Jersey
84 Route 31
Flemington, NJ 08822

Dear Mr. Rossi:

The New Jersey Department of Education (NJDOE) is in receipt of your letter submitted on behalf of the Directors of Athletics Association of New Jersey (DAANJ) requesting a waiver of the prohibition on overnight travel in order to facilitate the hosting of the 56th Annual State Workshop planned for March 21-25, 2016, 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 12-14 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 12-14 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 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 Department's web site at: <http://www.state.nj.us/education/code/current/title6a/chap23a.pdf>.

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 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.

Based upon our review of the planned conference schedule and content, the Department has determined the 56th Annual State Workshop planned for March 21-25, 2016, in Atlantic City, New Jersey, meets the criteria of the regulations. Specifically, I note that based upon the

Mr. Robert P. Rossi

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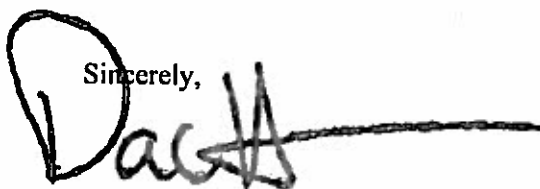
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content of your submission, the conference will provide important resources and educational programs of current relevance to Athletic Administrators and Directors. Accordingly, a waiver of the prohibition on in-State travel reimbursement for attendance at this Workshop is granted. As a result of the waiver, school districts, charter schools, and renaissance school projects may reimburse attendees for overnight lodging on March 21-24, 2016, provided that the remaining conditions delineated in this letter are met. Although the entirety of the four night stay is approved for reimbursement, boards of education and boards of trustees may exercise discretion regarding the number of days/evenings that attendee's travel related expenditures may be reimbursed or paid from public funds. Moreover, please be advised that the waiver of the prohibition of 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 56th Annual State Workshop in Atlantic City, New Jersey, exceeds 50 miles may obtain reimbursement from their school district, charter school, or renaissance school project for overnight lodging for any overnight stay during the period March 21-24, 2016.

In addition to overnight lodging, reimbursement for registration fees, mileage and meals, subject to the limitations and conditions set forth in OMB Circular 12-14 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.

Finally, I want to express my appreciation of DAANJ's efforts to provide professional development opportunities to those who strive to provide quality public education in New Jersey. DAANJ's efforts to contain travel related costs to boards of education and boards of trustees are evident through your policy wherein there is no increase to the conference registration fee as compared to last year's conference. I encourage DAANJ to continue to work to find opportunities to deliver quality professional development while reducing the costs associated with attendance. My best wishes for a successful conference.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Hesse", with a long horizontal line extending to the right.

David C. Hesse
Commissioner

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c: Executive County Superintendents
Senior Staff