



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

September 15, 2025

Mr. Carl Palmer, President
New Jersey School Counselor Association
54 Harrison Ave
Milltown, NJ 08850

Re: Approval of Overnight Travel Waiver for 2025 NJ SCA Fall Conference

Dear Mr. Palmer:

The New Jersey Department of Education has reviewed your request submitted on behalf of the New Jersey School Counselor Association (NJSCA) seeking a waiver of the in-state overnight travel restriction to support the New Jersey School Counselor Fall Conference in Somerset, New Jersey scheduled for September 28 – 29, 2025.

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:

- **Ovenight lodging reimbursement** is approved for September 28, 2025 **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 New Jersey School Counselor Association for commitment to advancing education and wish you a successful event.

Sincerely,

Kevin Dehmer
Commissioner

KD/DC/mp

c: Senior Staff

Executive County Superintendent