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Lt. Governor

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

DR. LILY LAUX
Commissioner

August 7, 2026

Dr. Richard G. Bozza, Executive Director
New Jersey Association of School Administrators
920 West State Street
Trenton, NJ 08618

Re: Approval of Overnight Travel Waiver for 2027 NJ Conference

Dear Dr. Bozza:

The New Jersey Department of Education has reviewed your request submitted on behalf of the New Jersey Association of School Administrators (NJASA) and the Foundation for Educational Administration (FEA) seeking a waiver of the in-state overnight travel restriction to support the Women's Leadership Conference in Somerset, New Jersey, scheduled for March 15 – 16, 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 March 15, 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 NJASA and the FEA'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