



State of New Jersey

DEPARTMENT OF EDUCATION

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TRENTON, NJ 08625-0500

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

KEVIN DEHMER
Commissioner

December 8, 2025

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 2026 & 2027 Spring Leadership Conference

Dear Mr. 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 New Jersey Association of Pupil Services Administrators (NJAPSA), seeking a waiver of the in-state overnight travel restriction to support the 2026 & 2027 Spring Leadership Conference in Atlantic City, New Jersey scheduled for May 13 – 15, 2026 and May 12 – 14, 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 May 13 & 14, 2026 and May 12 & 13, 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 NJAPSA's commitment to advancing education and wish you a successful event.

Sincerely,

Kevin Dehmer
Commissioner

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