



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

September 12, 2025

Ms. Susan Young, Executive Director
New Jersey Association of School Business Officials
4 AAA Drive, Suite 101
Robbinsville, NJ 08691

Re: Approval of Overnight Travel Waiver for 2025 NJ ASBO

Dear Ms. Young:

The New Jersey Department of Education has reviewed your request submitted on behalf of the New Jersey Association of School Business Officials (NJASBO) seeking a waiver of the in-state overnight travel restriction to support the Annual Spring Conference in Atlantic City, New Jersey, scheduled for June 3 – 5, 2026 and June 9 – 11, 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 June 3 and 4, 2026 and June 9 and 10, 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 NJASBO's commitment to advancing science education and wish you a successful event.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Dehmer".

Kevin Dehmer
Commissioner

KD/DC/mp

c: Senior Staff
Executive County Superintendent