



## 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 30, 2025

Mr. Keith Gourlay, Executive Director  
New Jersey School Buildings and Grounds Association  
PO Box 376  
Newton, New Jersey 07860

**Re: Approval of Overnight Travel Waiver for 2026 NJSBGA Spring Expo and Conference**

Dear Mr. Gourlay:

The New Jersey Department of Education has reviewed your request submitted on behalf of the New Jersey School Buildings and Grounds Association (NJSBGA) seeking a waiver of the in-state overnight travel restriction to support the NJSBGA Expo & Conference in Atlantic City, New Jersey, scheduled for March 22 – 25, 2026.

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 22, 23, and 24, 2026 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 NJSBGA's commitment to advancing public education and wish you a successful event.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Dehmer', with a stylized flourish at the end.

Kevin Dehmer  
Commissioner

KD/DC/mp

c: Senior Staff  
Executive County Superintendent