



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

KIMBERLEY HARRINGTON
Acting Commissioner

January 30, 2017

Dr. Lawrence S. Feinsod, Executive Director
New Jersey School Boards Association
413 West State Street
Trenton, NJ 08618

Dear Dr. Feinsod:

The New Jersey Department of Education (NJDOE) is in receipt of your letter submitted on behalf of the New Jersey School Boards Association (NJSBA), and workshop co-sponsors, the New Jersey Association of School Administrators (NJASA), and the New Jersey Association of School Business Officials (NJASBO) requesting a waiver of the prohibition on overnight travel in order to facilitate the hosting of the 2018, 2019, and 2020 Annual Workshop. I understand that each of the workshops remain in the planning phase and are expected to occur over four consecutive days, October 22 through October 25, 2018, October 21 through October 24, 2019, and October 19 through October 22, 2020, in Atlantic City, New Jersey.

As you are aware, *N.J.S.A.* 18A:11-12 requires that boards of education must ensure that all school district travel expenditures are "in compliance with state travel payment guidelines as established by the Department of the Treasury..." *N.J.A.C.* 6A:23A-7.11(b) and State Department of the Treasury *OMB Circular 16-11* Section X.B specifically prohibit reimbursement of in-state overnight travel. However, the circular and *N.J.A.C.* 6A:23A-7.11(c) authorize the Commissioner to grant overnight in-state travel waivers only in extremely limited circumstances, where the sponsoring organization can demonstrate that the conference is broad and multidisciplinary in scope, comprised of content-rich educational programming with important professional development opportunities and/or required training. In addition, the sponsoring organization must demonstrate that the conference's content, structure, scheduling, and anticipated attendance necessitate that it be held on multiple consecutive days with overnight lodging. The travel regulations are posted on the Department's web site at: <http://www.state.nj.us/education/code/current/title6a/chap23a.pdf>.

Pursuant to the regulations, waivers will not be granted for reimbursement of lodging prior to the first day of the event or after check-out time of the last day of the event. Moreover, waivers will be considered only where the sponsoring organization can demonstrate that the conference is broad and multidisciplinary in scope, comprised of content-rich educational programming with important professional development opportunities and/or required training. In addition, the sponsoring organization must demonstrate that the conference's

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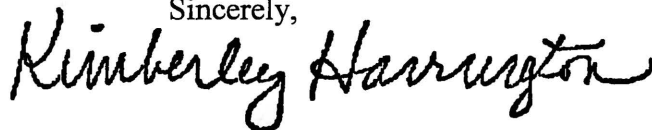
content, structure, scheduling and anticipated attendance necessitate that it be held on multiple consecutive days with overnight lodging.

After carefully reviewing your submission, the department finds that each of the Annual Workshops promises to meet the criteria of the regulations. Specifically, I note that based upon the content of your submission, each conference will be broad in scope, of current relevance to chief school administrators, local board members and charter school trustees, school business administrators, and school facility personnel. It is anticipated the workshops will consist of action labs, learning labs and group sessions designed to attract attendees representing a wide geographical area. Each workshop will provide opportunities to obtain mandatory training programs required of board members and charter school/renaissance school project trustees. For these reasons, your multi-year waiver request covering 2018, 2019, and 2020 is granted. As a result of the individual waivers, school districts, charter schools and renaissance school projects will be able to reimburse attendees for overnight lodging on October 22-24, 2018, October 21-23, 2019, and October 19-21, 2020, provided that the remaining conditions delineated in this letter are met. Reimbursement for registration fees, mileage and meals, subject to the limitations and conditions set forth in *OMB Circular 16-11* and *OMB Circular 11-09*, may also be permissible. School districts, charter schools and renaissance school projects should ensure that they approve attendance only of board members, trustees and employees whose duties are related to the purposes of the conference or who are required to attend to meet continuing education requirements as a condition of continued employment.

Moreover, please be advised that the waiver of the prohibition for reimbursement for overnight lodging covers only those attendees whose home to event commute exceeds 50 miles. In other words, only those individuals whose one-way commute to the NJSBA, NJASA, and NJASBO 2018, 2019, and 2020 Annual Workshop in Atlantic City, New Jersey, exceeds 50 miles may obtain reimbursement from their school district, charter school or renaissance school project for overnight lodging for October 22-24, 2018, October 21-23, 2019 and October 19-21, 2020.

Finally, I want to express my appreciation of NJSBA, NJASA, and the NJASBO's effort to provide professional development opportunities to those who strive to provide quality public education in New Jersey. My best wishes for a series of successful conferences.

Sincerely,

A handwritten signature in black ink that reads "Kimberley Harrington". The signature is fluid and cursive, with the first name "Kimberley" and last name "Harrington" clearly distinguishable.

Kimberley Harrington
Acting Commissioner

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c: Senior Staff

Executive County Superintendents