



## State of New Jersey

DEPARTMENT OF EDUCATION  
PO Box 500  
TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

DAVID C. HESPE  
Commissioner

June 13, 2016

Ms. Marie Barry, Assistant Division Director  
Office of Career Readiness  
New Jersey Department of Education  
P.O. Box 500  
Trenton, NJ 08625

Dear Ms. Barry:

The New Jersey Department of Education is in receipt of your letter submitted on behalf of the Office of Career Readiness, requesting a waiver of the prohibition on overnight travel in order to facilitate the hosting of the Building Capacity for Career Pathways Summer Institute planned for June 27-30, 2016, at Middlesex County Community College. This training is mandatory for those school districts who have been awarded the Building Capacity for Career Pathways: A Pilot Program for Comprehensive High Schools Grant for the 2016-17 school year pursuant to the Notice of Grant Opportunity (NGO) 16-BE46-G06.

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..." State Department of the Treasury *OMB Circular 16-11* Section X.B specifically prohibits reimbursement of in-State overnight travel. However, the circular authorizes the Commissioner of Education "to grant waivers for overnight travel for school board members and school district employees to attend in-State conferences pursuant to guidelines issued by the Department of Education," *OMB Circular 16-11 Section I.B.7*.

The Department's regulations at *N.J.A.C. 6A:23A-7.11(e)* 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>.

Ms. Marie Barry

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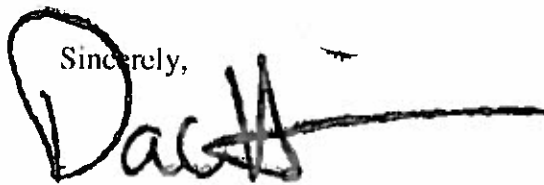
Pursuant to the regulations, waivers will not be granted for reimbursement of lodging prior to the first day of the event or after check-out time of the last day of the event. Moreover, waivers will be considered only where the sponsoring organization can demonstrate that the conference is broad and 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.

After carefully reviewing your submission, the Department finds that the Building Capacity for Career Pathways Summer Institute held on June 27-30, 2016, at Middlesex County Community College, meets the criteria of the regulations. Specifically, I note that based upon the content of your submission, the conference will offer four days of content-rich professional development training to deliver the grant objectives. Furthermore, the structure and scheduling of the conference necessitates a multi-day event. For these reasons, the waiver request is granted. As a result of the waiver, the selected school districts who are awarded the Building Capacity for Career Pathways Grant will be able to reimburse those attendees for overnight lodging on June 27-29, 2016, 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 should ensure that they approve attendance only of board members, trustees, and employees whose duties are related to the purposes of the grant.

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 Building Capacity for Career Pathways Summer Institute held on June 27-30, 2016, at Middlesex County Community College, exceeds 50 miles, may obtain reimbursement from their school district for overnight lodging for June 27-29, 2016.

Finally, I want to express my appreciation of the Office of Career Readiness efforts to provide grant training opportunities to those who strive to provide quality public education in New Jersey. My best wishes for a successful conference.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Hesper", with a long horizontal line extending to the right.

David C. Hesper  
Commissioner

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c: Senior Staff

Executive County Superintendents