



State of New Jersey

DEPARTMENT OF EDUCATION

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TRENTON, NJ 08625-0500

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

LAMONT O. REPOLLET, ED.D.
Acting Commissioner

April 6, 2018

Ms. Kimberly Tucker, President
Learning Forward New Jersey
117 Rochelle Lane
Egg Harbor Township, NJ 08234

Dear Ms. Tucker:

The New Jersey Department of Education (NJDOE) is in receipt of your letter submitted on behalf of the Learning Forward New Jersey, requesting a waiver of the prohibition on overnight travel in order to facilitate the hosting of the 2018 Learning Forward New Jersey's Conference planned for August 2–3, 2018, in Princeton, 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 [NJDOE's website](#).

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

Ms. Kimberly Tucker

Page 2

April 6, 2018

After carefully reviewing your submission, the NJDOE finds that the Learning Forward New Jersey's 2018 Annual Conference planned for August 2-3, 2018, meets the criteria of the regulations. Specifically, based upon the content of your submission, the agenda planned for August 2 and 3 of the conference will provide timely and relevant programming, professional development, and educational programs to school personnel covering important topics and new regulations. For this reason, a waiver request for the Learning Forward New Jersey's 2018 Annual Conference is granted. Because of this waiver, school districts, charter schools and renaissance school projects will be able to reimburse attendees for overnight lodging on **August 2, 2018** only, 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 Learning Forward New Jersey's 2018 Annual Conference in Princeton, New Jersey, exceeds 50 miles may obtain reimbursement from their school district, charter school or renaissance school project for overnight lodging for **August 2, 2018**.

Finally, I want to express my appreciation for the effort of Learning Forward New Jersey to provide professional development 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 'Lamont O. Repollet', with a stylized flourish at the end.

Lamont O. Repollet, Ed.D.
Acting Commissioner

c: Senior Staff
Executive County Superintendents