



State of New Jersey
DEPARTMENT OF EDUCATION
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Governor

KIM GUADAGNO
Lt. Governor

KIMBERLEY HARRINGTON
Commissioner

November 9, 2017

Ms. Raymond Kuehner, President
School Transportation Supervisors of New Jersey
PO Box 66
Raritan, NJ 08869

Dear Mr. Kuehner:

The New Jersey Department of Education (NJDOE) is in receipt of your letter submitted on behalf of the School Transportation Supervisors of New Jersey (STS) requesting a waiver of the prohibition on overnight travel in order to facilitate the hosting of the STS Annual Conference planned for March 22-23, 2018, 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 NJDOE’s website contains the [state travel regulations \(www.state.nj.us/education/code/current/title6a/chap23a.pdf\)](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 content, structure, scheduling and anticipated attendance necessitate that it be held on multiple consecutive days with overnight lodging.

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After carefully reviewing your submission, the NJDOE finds that the STS Annual Conference planned for March 22-23, 2018, meets the criteria of the regulations. Specifically, I note that based upon the content of your submission, the conference promises a comprehensive two-day professional development opportunity for New Jersey's pupil transportation professionals covering important topics and new regulations. For this reason, a waiver request for the 2018 conference is granted. As a result of the waiver, school districts, charter schools and renaissance school projects will be able to reimburse attendees for overnight lodging on **March 22, 2018**, 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 STS Annual Conference 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 **March 22, 2018**.

Finally, I want to express my appreciation for the effort of the STS of NJ 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,



Kimberley Harrington
Commissioner

KH/MM/mp/
c: Senior Staff
Executive County Superintendents