



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 15, 2025

Dr. Richard G. Bozza, Executive Director  
New Jersey Association of School Administrators  
920 West State Street  
Trenton, NJ 08618

**Re: Approval of Overnight Travel Waiver for 2026 NJASA & FEA Women's Leadership Conference**

Dear Mr. Bozza:

The New Jersey Department of Education has reviewed your request submitted on behalf of the New Jersey Association of School Administrators (NJASA) and the Foundation for Educational Administration (FEA), seeking a waiver of the in-state overnight travel restriction to support the Women's Leadership Conference in West Long Branch, New Jersey scheduled for March 9 & 10, 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 9, 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 NJASA and the FEA's commitment to advancing education and wish you a successful event.

Sincerely,

Kevin Dehmer  
Commissioner

KD/DC/mp  
c: Senior Staff  
Executive County Superintendent