



# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
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JOHN J. BARTHELMES  
COMMISSIONER

August 27, 2013

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

### Requested Action

Pursuant to MOP 1102 (L), the Department of Safety, Division of State Police, requests authorization for one Trooper to travel over 300 miles one way in a State Police issued unmarked state vehicle in the amount of \$1,925.56 to attend the Police Motorcycle Instructor School in Sykesville, Maryland from September 29 through October 19, 2013 upon Governor and Council approval. Funding source: 81% Highway, 19% Turnpike.

Funds are available in the SFY2014 operating budget as follows:

02-23-23-234015-40030000 Department of Safety – Division of State Police – Traffic Bureau  
080 – Out of State Travel Reimbursement  
Amount: \$1,843.50

### Explanation

This request is for approval to travel outside a 300 mile radius for one Trooper in a State Police issued unmarked state vehicle for the purpose of attending the Police Motorcycle Instructor School conducted by the Maryland State Police at the Maryland Law Enforcement Training Facility in Sykesville, Maryland from September 29 through October 19, 2013. The round trip mileage from Concord, New Hampshire to Sykesville, Maryland is 1,124 miles. The cost to travel by state vehicle is \$1,925.56 (see Attachment A). There is no air travel comparison due to the facility's requirement of two motorcycles needed for the instructor school training. The Trooper will be pulling the motorcycles on a trailer with a State Police truck. The employee will not be paid overtime during the time frame of this travel. The purpose of the school is to train the Trooper as an instructor for the Motorcycle Unit. The Trooper is a senior, experienced member of the Motorcycle Unit and possesses the skills and attitude to successfully pass this demanding training at the Motorcycle Instructor School. This instructor training would be a long term asset to the Motorcycle Unit to instruct other members of the Unit to hone their riding skills.

All maintenance on the State Police issued unmarked state vehicle is up to date. The Division of State Police has a policy in place for breakdowns and maintenance of vehicles. If a mechanical issue should occur, notification will be made to the attendees' supervisor and maintenance will be handled through a local contractor in the area. Also, the attendee will be traveling with an issued credit card if a minor mechanical issue arises.

Respectfully submitted,

John J. Barthelmes  
Commissioner of Safety

# REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: August 27, 2013

## TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Trooper First Class John LaPointe from the Motorcycle Unit to travel to Sykesville, Maryland for 21 days of out-of-state-travel status from September 29 through October 19, 2013.

### Conference/Workshop/Seminar Title

Police Motorcycle Instructor School

### Purpose of Travel

Pursuant to Manual of Procedure (MOP) 1102 (L), the Department of Safety, Division of State Police, requests approval for travel outside a 300 mile radius for one Trooper in a State Police issued unmarked state vehicle for the purpose of attending the Police Motorcycle Instructor School conducted by the Maryland State Police from September 29 through October 19, 2013 in Sykesville, Maryland. The round trip mileage from Concord, New Hampshire to Sykesville, Maryland is 1,124 miles. The cost to travel by state vehicle is \$1,925.56. Due to the requirement of two motorcycles needed for the Instructor School, there will be no air travel comparison (see Attachment A). This employee will not be paid overtime during the time frame of this travel.

Purpose of Travel is to attend the Police Motorcycle Instructor School conducted by the Maryland State Police at the Maryland Law Enforcement Training Facility in Sykesville. The purpose of the school is to train TFC LaPointe as an instructor for the Motorcycle Unit. TFC LaPointe is required to bring two motorcycles for the school. He will be pulling the motorcycles on a trailer with a State Police truck. TFC LaPointe is a senior, experienced member of the Motorcycle Unit and possesses the skills and attitude to successfully pass this demanding training at the Motorcycle Instructor School. This instructor training would be a long term asset to the Motorcycle Unit to instruct other members of the Unit to hone their riding skills.

All maintenance on the State Police issued unmarked state vehicle is up to date. The Division of State Police has a policy in place for breakdowns and maintenance of vehicles. If a mechanical issue should occur, notification will be made to the attendees' supervisor and maintenance will be handled through a local contractor in the area. Also, the attendee will be traveling with an issued credit card if a minor mechanical issue arises.

*(T-13-112)*

### Attendees and their Titles

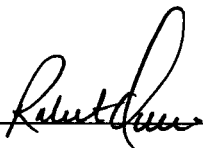
Trooper First Class John LaPointe – Motorcycle Unit -Troop C

**Fiscal Information – Summary**

<u>Obit</u>	<u>Description</u>		<u>Amount</u>		<u>Amount</u>
0710	Common Carrier	\$		Appropriation of Out-of-State Travel	\$ 20,000.00
0711	Per Diem In Lieu	\$		Amount Expended to Date	\$ 3,049.75
0712	Meals	\$	840.50	Available Balance	\$ 16,950.25
0713	Hotel	\$	*400.00	Amount requested this authorization	\$ 1,925.56
0714	Mileage	\$		Estimated Balance Available	\$ 15,024.69
0715	Operation State Car	\$	**635.06		\$
0717	Miscellaneous	\$	***50.00	*Hotel Approx. – Plus Tax	
0719	Registration Fees	\$		**State Mileage Reimbursement Rate – Round Trip = \$.56.5 per mile x 1,124 Miles)	
	TOTAL	\$	1,925.56	***Tolls – Approx. (Round Trip)	

Appropriation Code: 10-023-4003-080

Source of Funds: 81% Highway, 19% Turnpike

Division Director: 

Commissioner of Safety: 

## ATTACHMENT A

### TRAVEL BY VEHICLE COST BREAKDOWN

#### TRAVEL BY VEHICLE - TIME REQUIRED:

Concord, New Hampshire to Sykesville, Maryland  
[10 Hours Approx. One Way] 20 Hours – Round Trip

#### TRAVEL BY VEHICLE - TRIP COST:

State Mileage Reimbursement Rate – R/T Concord, NH to Sykesville, MD <i>[\$.565 per mile x 1,124 miles]</i>	\$ 635.06
Tolls (R/T) - Approximate	\$ 50.00
Hotel (20 Nights) – Approximate Plus Tax	\$ 400.00
Meals (21 Days) <i>[GSA Rate]</i>	\$ <u>840.50</u>
<b>TOTAL</b>	<b>\$1,925.56</b>

### AIR TRAVEL BREAKDOWN

Due to the requirement of two motorcycles needed as part of the instructor school training, there will be no air travel comparison.

**VEHICLE TRAVEL: \$1,925.56**

## **ATTACHMENT B**

### DEPARTMENT OF ADMINISTRATIVE SERVICES – MANUAL OF PROCEDURES

#### Section 1102 General Reimbursement Policy

- (A) These policies apply to all Executive Branch agencies.
- (B) It is the State's policy to limit costs to only those expenses that are necessary to conduct State business.
- (C) Employees who are on travel status are required to keep costs within reasonable limits.
- (D) These policies are intended to provide clear and consistent guidelines and procedures to ensure:
  - 1. Employees are reimbursed fairly and in a consistent manner.
  - 2. Employees are provided with clear and consistent travel expense reimbursement instructions.
  - 3. Compliance with applicable state and federal regulations (RSA 4:15, OMB Circular A-87, etc) and meet the Internal Revenue Service (IRS) definition of an accountable plan.
  - 4. Expenses and reimbursements that conform to this policy are not reported as taxable income to the individual with the exception of call back commuter mileage.
- (E) Only travel performed in the course of State duties shall be reimbursable under the provisions of RSA 4:15.
- (F) Heads of departments, assistants, and employees shall not be allowed the expense of travel between their residence and their official headquarters.
- (G) Travel reimbursement shall not include any costs that are incurred solely for the convenience or enjoyment of the employee.
- (H) All requests for out-of-state travel requiring authorization of Governor and Council shall be made on the prescribed, "Request for Authorization of Out-of-State Travel," showing the full detail of expense to be incurred and the justification for the request.
- (I) All requests for out-of-state travel requiring authorization of Governor and Council shall be transmitted through the budget office with an original and three copies.
- (J) The mode of travel, performed within a 300 mile radius of the employee's official headquarters, shall be at the discretion of the employee's department head or designee.
- (K) The mode of travel, performed outside of a 300 mile radius of the employee's official headquarters, shall be economy class airfare on commercial airlines.

- (L) Governor and Council approval shall be required for travel, performed outside of a 300-mile radius of the employee's official headquarters, by any mode other than economy class airfare on commercial airlines flying.
- (M) The Commissioner of the Department of Administrative Services, or designee, may approve exceptions to provisions of this policy, to the extent justified and approved by the employee's department head or designee.
- (N) The Governor and Executive Council shall make the final determination in dispute concerning the reimbursement of travel expense.