

State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
33 HAZEN DR. CONCORD, NH 03305
603/271-2791

JOHN J. BARTHELMES
COMMISSIONER

May 9, 2018

His Excellency, Governor Christopher T. Sununu
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 \$15,504.89 to attend the National Forensic Academy in Knoxville, Tennessee from September 7, 2018 through November 18, 2018. Effective upon Governor and Council approval. Funding source: 94% Agency Income (Plea by Mail), 6% General Funds.

Funds are available in the SFY2019 operating budget as follows:

02-23-23-234010-54120000 Department of Safety Division of State Police Detective Bureau
080-500715 Out of State Travel Reimbursement – Operation-State Car (Out-of-State)
Amount: \$15,504.89


Explanation

This request is for approval for one Trooper to travel outside a 300 mile radius in a State Police issued unmarked state vehicle for the purpose of attending the National Forensic Academy in Oak Ridge, Tennessee from September 7, 2018 through November 18, 2018. The Trooper will be staying at Knoxville, TN as that is where the students are housed and the round trip mileage from Wolfeboro, New Hampshire to Knoxville, Tennessee is 2,042 miles. The total cost for travel by air and use of a rental car for the 72 day time frame in Knoxville is \$16,321.00. Travel by state vehicle requires two additional travel days resulting in a 73 day time frame for a total cost of \$15,504.89. The savings to travel by state vehicle versus travel by air is \$817.00 (see Attachment A for comparisons). The employee will not be paid overtime during the time frame of this travel.

The purpose of this travel is to attend the National Forensic Academy at the University of Tennessee Law Enforcement Innovation Center in Oak Ridge, Tennessee. The Academy is an intensive ten-week training program designed to meet the needs of law enforcement agencies in evidence identification, collection, and preservation. There are several modules including Bloodstain Pattern Analysis, Computer Sketching and Mapping, Courtroom Testimony, DNA, Firearms and Toolmark Identification, Forensic Fire Investigation, and Latent Fingerprint Processing. Students will be responsible for several educational objectives including quizzes, tests, case files, research papers and various other hands-on experiences. At the end of the course, the student will complete a written post-test as well as a comprehensive practical final.

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.

Respectfully submitted,


John J. Bartelmes
Commissioner of Safety

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: May 1, 2018

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Trooper Mallory Littman from the Major Crime Unit to travel to Knoxville, Tennessee for 73 days of out-of-state-travel status from September 7 through November 18, 2018.

Conference/Workshop/Seminar Title

National Forensic Academy

Purpose of Travel

Pursuant to the Department of Administrative Services Manual of Procedure (MOP) 1102 (L), the Department of Safety, Division of State Police, requests approval for travel outside a 300 mile radius (see Attachment B) for one Trooper in a State Police issued unmarked state vehicle for the purpose of attending the National Forensic Academy from September 7 through November 18, 2018 located in Oakridge, Tennessee. Students will be staying in Knoxville, Tennessee. The round trip mileage from Wolfeboro, New Hampshire to Knoxville, Tennessee is 2,042 miles. The total cost for travel by air and use of a rental car for the 72 days time frame in Knoxville is \$16,321.00. The cost to travel by state vehicle for the 73 days time frame is \$15,504.89. **The savings to travel by state vehicle versus travel by air is \$817.00** (see Attachment A for comparisons). The employee will not be paid overtime during the time frame of this travel.

The purpose of this travel is to attend the National Forensic Academy at The University of Tennessee Law Enforcement Innovation Center located in Oak Ridge, Tennessee. The Academy is an intensive ten week training program designed to meet the needs of law enforcement agencies in evidence identification, collection and preservation. There are several modules such as Bloodstain Pattern Analysis, Computer Sketching and Mapping, Courtroom Testimony, DNA, Firearms and Toolmark Identification, Forensic Fire Investigation, Latent Fingerprint Processing, Photography (Digital and Videotaping), Post-blast Investigation, Postmortem Fingerprinting, Serial Number Restoration, Shooting Incident Reconstruction, Trace Evidence, Death Investigation including Autopsy, Bone Trauma, Burned Bone, Child Fatality, Time Since Death, Forensic Anthropology including Bone Scatter Search, Human Remains Recovery and much more. Students will be responsible for several educational objectives including quizzes, tests, case files, research papers and various other hands-on experiences. At the end of the course, the student will complete a written post-test as well as a comprehensive practical final.

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. *(T-18-075)*

Attendees and their Titles

Trooper Mallory Littman – Major Crime Unit


Fiscal Information – Summary

<u>Obit</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carrier	\$	Appropriation of Out-of-State Travel	\$ 40,000.00
0711	Per Diem In Lieu	\$	Amount Expended to Date	\$ 0.00
0712	Meals	\$ 3,942.00	Available Balance	\$ 40,000.00
0713	Hotel	\$ *350.00	Amount requested this authorization	\$ 15,504.89
0714	Mileage	\$	Estimated Balance Available	\$ 24,495.11
0715	Operation State Car	\$ **1,112.89		\$
0717	Miscellaneous	\$ ***100.00	*Hotel Approx. – Plus Tax	
0719	Registration Fees	\$ 10,000.00	**State Mileage Reimbursement Rate – Round Trip = \$.545 per mile x 2,042 Miles)	
	TOTAL	\$ 15,504.89	***Tolls – Approx. (Round Trip)	

Appropriation Code: 10-023-5412-080

Source of Funds: 94% Plea By Mail, 6% General

Division Director:  _____

Commissioner of Safety:  _____

ATTACHMENT A

AIR TRAVEL BREAKDOWN

TRAVEL BY AIR - TIME REQUIRED:

Round Trip (R/T) to Manchester Airport in Vehicle from Residence in Wolfeboro	2.0 Hours
Arrival Time at Manchester Airport Prior to Departure	1.5 Hours
Air Travel from Manchester Airport to Knoxville, Tennessee Airport	4.5 Hours
Ground Transportation from Knoxville, Tennessee Airport to Hotel	.5 Hours
Ground Transportation from Hotel to Knoxville, Tennessee Airport	.5 Hours
Arrival Time at Knoxville, Tennessee Airport Prior to Departure	1.5 Hours
Air Travel from Knoxville, Tennessee Airport to Manchester, NH	<u>4.0 Hours</u>
	14.5 Hours – Round Trip

TRAVEL BY AIR - TRIP COST INCLUDING AIR TRAVEL:

Airfare [American Airlines – Round Trip]	\$ 506.00
Baggage Fee [Round Trip]	\$ 50.00
Rental Car – Approximate for 72 Days [9-7-18 to 11-18-18]	\$ 1,877.00
Meals (\$54.00 x 72 days) [GSA Rate]	\$ 3,888.00
Registration Fee	\$10,000.00

TOTAL COST TO TRAVEL BY AIR **\$16,321.00**

TRAVEL BY VEHICLE COST BREAKDOWN

TRAVEL BY VEHICLE - TIME REQUIRED:

Wolfeboro, New Hampshire to Knoxville, Tennessee

16 Hours -- Round Trip

TRAVEL BY VEHICLE - TRIP COST:

State Mileage Reimbursement Rate – R/T Wolfeboro, NH to Knoxville, TN [<i>\$.545 per mile x 2,042 miles</i>] [73 Days = 9-7-18 to 11-18-18]	\$ 1,112.89
Tolls (R/T) - Approximate	\$ 100.00
Hotel (Two Nights) – Approximate Plus Tax	\$ 350.00
Meals (\$54.00 x 73 days) [<i>GSA Rate</i>]	\$ 3,942.00
Registration Fee	<u>\$10,000.00</u>
TOTAL	\$15,504.89

COST COMPARISON USING MOTOR VEHICLE TRAVEL

AIR TRAVEL:	\$16,321.00
VEHICLE TRAVEL:	\$15,504.89
SAVINGS IF DRIVING:	\$ 817.00

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.