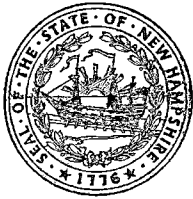


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State of New Hampshire

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

JOHN J. BARTHELMES
COMMISSIONER

MAY 17 '18 AM 11:29 DAS

April 20, 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 personal vehicle in the amount of \$2,392.50 to attend the FBI National Academy Associates (FBINAA) – 54th National Annual Training Conference in Québec City, Quebec, Canada from July 20, 2018 to July 25, 2018. Effective upon Governor and Council approval. Funding source: 49.9% General, 27.6% Turnpike, 22.5% Highway.

Funds are available in the SFY2019 operating budget as follows:

02-23-23-234015-40030000 Department of Safety – Division of State Police – Traffic Bureau
080-500715 Out of State Travel Reimb – Operation-Personal Vehicle (Out-of-State)
Amount: \$2,392.50


Explanation

This request is for authorization for one Trooper to travel outside a 300 mile radius in a personal vehicle to attend the FBINAA – 54th National Annual Training Conference in Quebec City, Quebec, Canada from July 20, 2018 through July 25, 2018. The round trip mileage from Concord, New Hampshire to Quebec City, Quebec, Canada is 700 miles. The Trooper will be using his personal vehicle to travel because when traveling by State Police vehicle the Trooper is required to carry his weapon and he would not be allowed to cross the Canadian border with it. The cost to travel by personal vehicle for the six-day time frame is \$2,392.50 (see Attachment A). The employee will not be paid overtime during the time frame of this travel.

The purpose of this travel is to attend the FBINAA – 54th National Annual Training Conference at the Quebec City Convention Centre. The Conference will feature seven keynote sessions, more than 30 plus breakout sessions and professional development seminars, and more than 100 exhibitors showcasing the latest in law enforcement and public safety products and solutions. Attendance at this Conference is an opportunity to keep up to date on 21st Century contemporary law enforcement trends and issues, state of the art education and career advancement, discover new products and services, and network with like-minded professionals from around the world.

All maintenance on the personal vehicle is up to date. If a mechanical issue should occur on the personal vehicle, maintenance will be handled through a local contractor in the area of the attendee's choosing.

Respectfully submitted,


John J. Barthelmes
Commissioner of Safety

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: April 20, 2018

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Captain John Encarnacao from the Field Operations Bureau to travel to Quebec City, Quebec, Canada for six days of out-of-state-travel status from July 20 to July 25, 2018.

Conference/Workshop/Seminar Title

FBINAA – 54th National Annual Training Conference

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 personal vehicle for the purpose of attending the FBINAA – 54th National Annual Training Conference from July 20 to July 25, 2018 in Quebec City, Quebec, Canada. The round trip mileage from Concord, New Hampshire to Quebec City, Quebec, Canada is 700 miles. Travel will be via personal vehicle versus the Trooper's state vehicle. If the state vehicle is used, he would have his weapon and he cannot go over the border into Canada with the weapon. The cost to travel by personal vehicle for the six days time frame is \$2,392.50 (see Attachment A). The employee will not be paid overtime during the time frame of this travel.

The purpose of this travel is to attend the FBINAA – 54th National Annual Training Conference at the Quebec City Convention Centre. The Conference will feature seven keynote sessions, more than 30 plus breakout sessions and professional development seminars and more than 100 exhibitors showcasing the latest in law enforcement and public safety products and solutions. Attendance at this Conference is an opportunity to keep up-to-date on 21st Century contemporary law enforcement trends and issues, state of the art education and career advancement, discover new products and services and network with like-minded professionals from around the world.

All maintenance on the personal vehicle is up to date. If a mechanical issue should occur on the personal vehicle, maintenance will be handled through a local contractor in the area of the attendee's choosing. (T-18-071)

Attendees and their Titles

Major John A. Encarnacao – Field Operations Bureau

Fiscal Information – Summary

<u>Obit</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carrier	\$	Appropriation of Out-of-State Travel	\$ 30,000.00
0711	Per Diem In Lieu	\$	Amount Expended to Date	\$ 0.00
0712	Meals	\$ 636.00	Available Balance	\$ 30,000.00
0713	Hotel	\$ *1,000.00	Amount requested this authorization	\$ 2,392.50
0714	Mileage	\$ **381.50	Estimated Balance Available	\$ 27,607.50
0715	Operation State Car	\$		\$
0717	Miscellaneous	\$	*Hotel Approx. – Plus Tax	
0719	Registration Fees	\$ 375.00	**Personal Vehicle - State Mileage Reimbursement Rate – Round Trip = \$.545 per mile x 700 Miles)	
	TOTAL	\$ 2,392.50		

Appropriation Code: 15-023-4003-080

Source of Funds: 27.6% Turnpike, 22.5% Highway, 49.9% General

Division Director: Ex. Mrs. Latta S. Shero

Commissioner of Safety: [Signature]

ATTACHMENT A

AIR TRAVEL BREAKDOWN

TRAVEL BY AIR - TIME REQUIRED:

Round Trip (R/T) to Manchester Airport in Vehicle from Residence in Merrimack	1.0 Hours
Arrival Time at Airport Prior to Departure	1.5 Hours
Air Travel from Manchester Airport to Quebec City, Quebec, Canada	6.5 Hours
Round Trip (R/T) Ground Transportation (Rental Car) Quebec City Airport to Hotel	1.5 Hours
Arrival Time at Quebec City Airport Prior to Departure	1.5 Hours
Air Travel from Quebec City Airport to Manchester Airport	<u>6.75 Hours</u>
	18.75 Hours (R/T)

TRAVEL BY AIR - TRIP COST INCLUDING AIR TRAVEL:

Airfare (United Airlines – Round Trip)	\$1,108.85
Baggage Fee (Round Trip)	\$ 50.00
Rental Car – Approximate Cost for 6 Days	\$ 418.00
Hotel for 5 nights – Approximate Cost Plus Tax	\$1,000.00
Meals (\$106.00 X 6 days) [GSA Rate]	\$ 636.00
Registration Fee	<u>\$ 375.00</u>
	\$3,587.85
TOTAL COST TO TRAVEL BY AIR	\$3,587.85

TRAVEL BY PERSONAL VEHICLE* COST BREAKDOWN

TRAVEL BY PERSONAL VEHICLE - TIME REQUIRED:

Concord, New Hampshire to Quebec City, Quebec, Canada 11.25 Hours – Round Trip

TRAVEL BY PERSONAL VEHICLE - TRIP COST:

State Mileage Reimbursement Rate – R/T Concord, NH to Quebec City <i>[\$.545 per mile x 700 miles]</i>	\$ 381.50
Hotel for 5 nights – Approximate Cost Plus Tax	\$1,000.00
Meals (\$106.00 X 6 days) [GSA Rate]	\$ 636.00
Registration Fee	<u>\$ 375.00</u>
	\$2,392.50

TOTAL COST TO TRAVEL BY PERSONAL VEHICLE: \$2,392.50

*** The Trooper will be using his personal vehicle to travel because when traveling by State Police vehicle the Trooper is required to carry his weapon and he would not be allowed to cross the Canadian border with it.**

COST COMPARISON USING MOTOR VEHICLE TRAVEL:

AIR TRAVEL:	\$3,587.85
PERSONAL VEHICLE TRAVEL:	\$2,392.50
SAVINGS IF DRIVEN:	\$1,195.35