

**REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL**

Date: August 19, 2013

**TO THE HONORABLE GOVERNOR & COUNCIL:**

The Department of Environmental Services requests permission for 3 Employees or their designees to travel to La Malbaie, Québec, Canada for 3 days of out-of-state travel status from September 8, 2013 to September 10, 2013

**Requested Action**

Authorize Department of Environmental Services (DES) ~~pursuant to~~ MOP 1102(K) for the use of a state vehicle for three employees (Thomas Burack, Commissioner, Mike Fitzgerald, Administrator, Technical Services Bureau, Air Resources Division and Becky Ohler, Technical Programs Manager, Technical Services Bureau, Air Resources Division), to travel beyond a 300 mile radius from the DES headquarters in Concord, New Hampshire to La Malbaie, Québec, Canada and back.

**Conference/Workshop/Seminar Title**

37th Conference of New England Governors and Eastern Canadian Premiers (NEG/ECP)

**Purpose of Travel**

This request for travel to La Malbaie, Québec, Canada is for three employees to attend the NEG/ECP meetings representing the state of New Hampshire. Formed in 1972, the NEG/ECP will be conducting its annual conference of Governors and Premiers, which focuses on promoting closer economic, energy, and environmental ties between the two regions. Commissioner Burack is responsible for environmental policy coordination with the NEG/ECP and will advise the Governor. Mr. Fitzgerald and Ms. Ohler are New England co-chairs for working committees on climate change and transportation related issues and will report out on the committee activities to the Governors and Premiers. The cost of travel by state-owned vehicle will be substantially less than travel by airline as shown in the attached cost comparison.

**Agenda Topics:**

- Panel on Energy
- Panel on Transportation
- Panel on Adaptation to Climate Change
- Review and adopt committee reports
- Plan location and date of next NEG-ECP Conference
- Press Conference to wrap up conference

**Fiscal Information – Summary**

Objt	Description	Amount	Amount
0710	Common Carriers	\$ 0.00	Appropriation of Out of State Travel \$ 4,000.00
0711	Per Diem in Lieu	\$ 0.00	Amount Expended to date \$ 38.60
0712	Meals	\$ 444.00	Available Balance \$ 3,961.40
0713	Hotel	\$ 1,303.20	Amount requested this authorization \$ 1,940.48
0714	Mileage	\$ 0.00	Estimate Balance Available \$ 2,020.92
0715	Oper State Car	\$ 93.28	
0717	Miscellaneous	\$ 100.00	Accounting Unit <b><u>03-44-44-443010-5308-080</u></b>
0719	Registration Fees	\$ 0.00	Source of funds 100% Other funds
<b>Total</b>		<b>\$1,940.48</b>	

**Description (3 attendees)**

**TRIP COST INCLUDING AIR TRAVEL:**

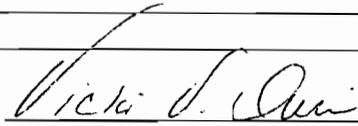
	<u>Cost</u>	<u>Time</u>
Airfare cost and time (\$566.28 x 3 people)	\$1698.84	3 hours
Arrival time at airports (both ways)		4 hours
Travel time-Quebec Airport to La Malbaie and return (202 miles)		4 hours
Parking (\$5.00 x 3 days)	\$15.00	
Employees' mileage (\$28.25 x 3 people) (Concord to Manchester Airport and return)	\$84.75	1 hour
Rental Car (Quebec to La Malbaie) (\$31 per day x 3 days)	\$93.00	
Meals (travel days) (\$148 x 3 people)	\$444.00	
Hotel (\$217.35 per night x 2 nights) \$434.40 x 3 people	<u>\$1303.20</u>	
Subtotal	\$3638.79	12 hours
Hourly Rate	Attendee 1-\$57.88 Attendee 2 \$40.91 Attendee 3-\$37.36	
	\$1633.80	\$1633.80
<b>TOTAL</b>	<b>\$5272.59</b>	

**TRIP COST INCLUDING STATE VEHICLE TRAVEL**

	<u>Cost</u>	<u>Time</u>
Roundtrip from Concord, NH to La Malbaie		14 hours
Roundtrip Fuel (419 miles-32 mpg, \$3.56/gallons-13.1 gallons used-\$46.64 x 2)	\$93.28	
Misc/Tolls	\$100.00	
Meals (travel days) (\$148 x 3 people)	\$444.00	
Hotel (\$217.35 per night x 2 nights) \$434.40 x 3 people	<u>\$1303.20</u>	
Subtotal	\$1940.48	14 hours
Hourly Rate	Attendee 1-\$57.88 Attendee 2 \$40.91 Attendee 3-\$37.36	
	\$1906.10	\$1906.10
<b>TOTAL</b>	<b>\$3846.58</b>	

**Cost savings to the State by traveling by state owned vehicle \$1426.01**

Authorized Signature

  
for Thomas S. Burack, Commissioner