

New Hampshire

Department of Agriculture,
Markets & Food

AR 63

Lorraine S. Merrill, Commissioner

May 24, 2017

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

Retroactive

Dear Governor Sununu and Honorable Council:

RETROACTIVE REQUESTED ACTION

Pursuant to MOP 1102(L) General Reimbursement Policy, authorize the Department of Agriculture, Markets & Food, Division of Animal Industry, to retroactively allow one employee to travel beyond a 300-mile radius in a state vehicle to Atlantic City, NJ to attend the Northeast United States Animal Health Association (NEUSAHA) annual meeting from May 21, 2017 to May 24, 2017. 100% Federal Funds.

EXPLANATION

This is a retroactive request because I approved this out-of-state travel request without remembering that travel by state vehicle in excess of 300 miles requires approval by Governor and Council. The error was not discovered until May 24th. The reason for travel by state car was to save both staff time and department funds.

The Northeast United States Animal Health Association (NEUSAHA) is an organization of state and federal animal health officials, regional and national allied organizations, and producer members that works with state and federal governments, universities, veterinarians, livestock producers, national livestock and poultry organizations, research scientists, the extension service and seven foreign countries to control livestock diseases in the United States. NEUSAHA represents 11 states and includes representation from eastern Canada.

We request authorization for the State Veterinarian Stephen Crawford, to drive in a department car instead of flying. The attached Form A-24 and expense work sheet shows the significant time and cost savings of driving instead of flying.

Respectfully submitted,



Lorraine S. Merrill
Commissioner

**New Hampshire Department of Agriculture, Markets and Food
Office of Commissioner**

Division making request: Animal Industry
 Director: Stephen Crawford
 Date of Submission: May 24, 2017

Attendees: Stephen Crawford

Conference/Workshop/Seminar Title: Northeast United States Animal Health Association annual meeting
 Location: Atlantic City, NJ
 Dates: May 21 - 24, 2017

**JUSTIFICATION FOR USE OF STATE OWNED VEHICLE
Out-of-State Travel**

Cost Analysis

State Vehicle		vs. Common Carrier		Bus - Concord to NJ	
Round Trip Mileage	36 gals @ \$2.60/gal	~ 780 miles	Airfare	\$	160.00
State Car *		97.20	Baggage Fee (\$50 x 2)	\$	100.00
Tolls		50.00	Shuttle (\$20 x 2)	\$	40.00
		147.20	Parking at Boston airport (est. \$25 day x 4)	\$	100.00
			Mileage to Boston - state vehicle (150 miles x \$2.60)	\$	18.09
			Total		\$ 218.00
			Total	\$	418.09

Travel Time: **8 hours/each way** Common Carrier **8 to 10 hours/each way** Bus **9 to 10 hours/each way**

*based on 2017 Dodge Durango, 17 mpg city, 23 mpg highway

The Common Carrier includes round trip airfare, the only flight to NJ is out of Boston

Common Carrier	\$	418.09	\$	218.00
State Vehicle	\$	147.20	\$	147.20
Total Cost Savings:	\$	270.89	\$	70.80

Hotel	\$	301.25
Meals for entire trip	\$	70.00
Incidentals (tips 4 days at \$3 each)	\$	12.00
Registrations	\$	135.00

Total Cost of Trip:	\$	665.45
State Vehicle	\$	736.25
Common Carrier	\$	936.34

Total Projected Savings - Air	\$	(270.89)
Total Projected Savings - Bus	\$	(70.80)



State of New Hampshire

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: April 10, 2017

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Agriculture, Markets & Food requests permission for 1 employees or their designees to travel to Atlantic City, NJ for 4 days of out-of-state travel status from May 21, 2017 to May 24, 2017.

Conference/Workshop/Seminar Title

Northeast United States Animal Health Association (NEUSAHA) annual meeting

Purpose of Travel

To attend the 2017 NEUSAHA annual meeting/conference to discuss, plan and address regional animal welfare, health and food safety interaction concerns.

See attached forms for Department approvals and travel descriptions. This G & C request is submitted to request approval to drive a state vehicle more than 300 miles to the Conference. The total distance is 780 miles with estimated round trip fuel & tolls cost of \$150.00 and total drive time 16 hours. The alternative cost to fly is \$260 for airfare (with baggage fees), airport parking \$100, Boston airport mileage \$18 and shuttle NJ airport to hotel and back \$40 with a total estimated airfare cost of \$418 and travel time 20 hours. Total saving of time and money to drive versus fly is 4 hours and \$270. Federal funds will cover the cost of entire trip. Total of 1 employee attending this conference.

*Some meals included. Estimated costs to be paid for by Animal Health federal grant 2744.

Attendees and their Titles

- | | |
|--|-----------|
| <u>1. Stephen Crawford, State Veterinarian</u> | <u>5.</u> |
| <u>2.</u> | <u>6.</u> |
| <u>3.</u> | <u>7.</u> |
| <u>4.</u> | <u>8.</u> |

Fiscal Information – Summary

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$	Appropriation for Out-of-State Travel	\$ 4,000.00
0711	Per Diem in Lieu	\$	Amount Expended to date	\$ -0-
0712	Meals	\$ 70.00	Available Balance	\$ 4,000.00
0713	Hotel	\$ 301.25	Amount requested this authorization	\$ 668.25
0714	Mileage	\$	Estimated Balance Available	\$ 3,331.75

0715	Operation State Car	\$	<u>150.00</u>						
0717	Miscellaneous	\$	<u>12.00</u>	Appropriation	010	-	018	-	2744 - 000
				Code					
0719	Registration Fees	\$	<u>135.00*</u>	Source of Funds					<u>Animal Health grant</u>
		\$							
				Authorized Signature					