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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

September 11, 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 four Troopers to travel over 300 miles one way in a State Police issued unmarked state vehicle in the amount of \$2,227.40 to attend the Pennsylvania State Police 2018 Reconstruction Seminar in Gettysburg, Pennsylvania, from October 29, 2018 through November 1, 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 | <u>SFY2019</u> |
| 080-500715 | Out of State Travel Reimbursement – Operation- State Car (Out-of-State) | \$2,227.40 |

Explanation

This request is for approval for four Troopers to travel outside a 300 mile radius in a State Police issued unmarked state vehicle for the purpose of attending the Pennsylvania State Police 2018 Reconstruction Seminar in Gettysburg, Pennsylvania, from October 29, 2018 through November 1, 2018. The round trip mileage from Concord, New Hampshire, to Gettysburg, Pennsylvania, is 980 miles. The total cost for travel by air and use of a rental car for the four-day time frame in Gettysburg is \$3,085.59. The cost to travel by state vehicle is \$2,227.40. The savings to travel by state vehicle versus travel by air is \$858.19 (see Attachment A for comparisons). The employees will not be paid overtime during the time frame of this travel.

The purpose of this travel is to attend the Pennsylvania State Police 2018 Reconstruction Seminar at the Wyndham Hotel Conference Center in Gettysburg, Pennsylvania. The purpose of the seminar is to allow reconstructionists to collaborate with others in their field and to explore new ideas and technology in the dynamic field of collision reconstruction. The field of accident reconstruction has become increasingly more technical which requires more advanced training as well as the ability to analyze and testify in court to the information and reports that are generated. Topics for the seminar will concentrate on the review of interesting investigations, field studies, and training in specialized areas of reconstruction. This necessary advanced training is only offered out of state as the Police Standards and Training Academy does not offer this type of training due to the high cost.

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. Barthelmes
John J. Barthelmes
Commissioner of Safety

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: September 11, 2018

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Sergeant Steven Wheeler, Sergeant Greg Dube, Trooper First Class Brian Ross and Trooper Daniel Quartulli from the Collision Analysis and Reconstruction Unit to travel to Gettysburg, Pennsylvania for four days of out-of-state-travel status from October 29 through November 1, 2018.

Conference/Workshop/Seminar Title

Pennsylvania State Police 2018 Reconstruction Seminar

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 four Troopers in a State Police issued unmarked state vehicle for the purpose of attending the Pennsylvania State Police 2018 Reconstruction Seminar from October 29 through November 1, 2018 in Gettysburg, Pennsylvania. The round trip mileage from Concord, New Hampshire to Gettysburg, Pennsylvania is 980 miles. The total cost for travel by air and use of a rental car for the four day time frame in Gettysburg is \$3,085.59. The cost to travel by state vehicle is \$2,227.40. **The savings to travel by state vehicle versus travel by air is \$858.19** (see Attachment A for comparisons). These employees will not be paid overtime during the time frame of this travel.

The purpose of this travel is to attend the Pennsylvania State Police 2018 Reconstruction Seminar at the Wyndham Gettysburg in Gettysburg, Pennsylvania. The purpose of the seminar is to allow reconstructionists to collaborate with others in their field and to explore new ideas and technology in the dynamic field of collision reconstruction. The field of accident reconstruction has become increasingly more technical which requires more advanced training as well as to analyze and testify in court to the information and reports that are generated. Topics for the seminar will concentrate on the review of interesting investigations, field studies and training in specialized areas of reconstruction such as Motorcycle Collision Investigation, Heavy Vehicle Electronic Logging Devices, Human Factors, Distracted Driving, Event Data Recorder Update and more. Lastly, the Police Standards and Training Academy does not offer this type of training due to the high cost. This necessary advanced training is only offered out of state.

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-18-153)*

Attendees and their Titles

Sergeant Steven Wheeler – CAR Unit – Headquarters
Sergeant Greg Dube – CAR Unit - Headquarters
Trooper First Class Brian Ross – CAR Unit – Headquarters
Trooper Daniel Quartulli – CAR Unit - Headquarters

Fiscal Information – Summary

| <u>Obit</u> | <u>Description</u> | <u>Amount</u> | | <u>Amount</u> |
|-------------|---------------------|---------------|--|---------------|
| 0710 | Common Carrier | \$ | Appropriation of Out-of-State Travel | \$ 28,500.00 |
| 0711 | Per Diem In Lieu | \$ | Amount Expended to Date | \$ 7,704.31 |
| 0712 | Meals | \$ 944.00 | Available Balance | \$ 20,795.69 |
| 0713 | Hotel | \$ *699.30 | Amount requested this authorization | \$ 2,227.40 |
| 0714 | Mileage | \$ | Estimated Balance Available | \$ 18,568.29 |
| 0715 | Operation State Car | \$ **534.10 | | \$ |
| 0717 | Miscellaneous | \$ ***50.00 | *Hotel Approx. – Plus Tax | |
| 0719 | Registration Fees | \$ | **State Mileage Reimbursement Rate – Round Trip = \$.545 per mile x 980 Miles) | |
| | TOTAL | \$ 2,227.40 | ***Tolls – Approx. (Round Trip) | |

Appropriation Code: 15-023-4003-080

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

Division Director: Xo Hall & Shapiro
09-11-18

Commissioner of Safety: [Signature]

ATTACHMENT A

AIR TRAVEL BREAKDOWN

TRAVEL BY AIR - TIME REQUIRED:

| | |
|--|-----------------------|
| Round Trip (R/T) to Manchester Airport in Vehicle from Residences in Newmarket, Strafford, Greenland and Danbury | 7.5 Hours |
| Arrival Time at Manchester Airport Prior to Departure | 1.5 Hours |
| Air Travel from Manchester Airport to Baltimore, Maryland Airport | 1.5 Hours |
| Ground Transportation from Baltimore, Maryland Airport to Hotel | 1.25 Hours |
| Ground Transportation from Hotel to Baltimore, Maryland Airport | 1.25 Hours |
| Arrival Time at Baltimore, Maryland Airport Prior to Departure | 1.5 Hours |
| Air Travel from Baltimore, Maryland Airport to Manchester, NH | <u>1.5 Hours</u> |
| | 16 Hours – Round Trip |

TRAVEL BY AIR - TRIP COST INCLUDING AIR TRAVEL:

| | |
|---|-------------------|
| Parking at Manchester Airport [\$10.00/day x 4/days = \$40.00 x 4 Vehicles] | \$ 160.00 |
| Airfare [Southwest Airlines - \$269.45/pp] | \$1,077.80 |
| Rental Car – Approximate for 4 Days | \$ 204.49 |
| Hotel (Three Nights) – Approximate Plus Tax | \$ 699.30 |
| Meals (\$236.00/each – 4 days x 4 Troopers) [GSA Rate] | \$ <u>944.00</u> |
| TOTAL COST TO TRAVEL BY AIR | \$3,085.59 |

TRAVEL BY VEHICLE COST BREAKDOWN

TRAVEL BY VEHICLE - TIME REQUIRED:

Concord, New Hampshire to Gettysburg, Pennsylvania

16 Hours – Round Trip

TRAVEL BY VEHICLE - TRIP COST:

| | |
|--|-------------------|
| State Mileage Reimbursement Rate – R/T Concord, NH to Gettysburg, PA <i>[\$.545 per mile x 980 miles]</i> | \$ 534.10 |
| Tolls (R/T) - Approximate | \$ 50.00 |
| Hotel (Three Nights) – Approximate Plus Tax | \$ 699.30 |
| Meals (\$236.00/each – 4 days x 3 Troopers) <i>[GSA Rate]</i> | \$ <u>944.00</u> |
| TOTAL | \$2,227.40 |

COST COMPARISON USING MOTOR VEHICLE TRAVEL

| | |
|---------------------------|-------------------|
| AIR TRAVEL: | \$3,085.59 |
| VEHICLE TRAVEL: | \$2,227.40 |
| SAVINGS IF DRIVEN: | \$ 858.19 |

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.