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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6503
603-271-4612 1-800-852-3345 Ext. 4612
Fax: 603-271-4827 TDD Access: 1-800-735-2964



Jeffrey A. Meyers
Commissioner

Marcella Jordan Bobinsky
Acting Director

June 30, 2016

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, NH 03301

Requested Action

Pursuant to MOP 1102(K), the Department of Health and Human Services requests authorization for three (3) staff members: one Infectious Disease Epidemiologist, one Food Safety and Defense Specialist, and one Microbiologist, to travel over 300 miles (312.77 miles) one way in a privately owned vehicle in the amount of \$337.80 to attend the New York State Department of Health Integrated Food Safety Center of Excellence (NYCoE) Food Safety Symposium from July 18, 2016 through July 21, 2016 upon Governor and Council approval. Ground travel funding source: Funds are 100% other funds from the New York Center of Excellence (NYCoE).

Funds for costs in the amount of \$540.69 not covered by New York Center of Excellence (NYCoE), are available in SFY 2017 operating budget. Funds are 100% federal funds.

05-95-90-903010-1835 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SERVICES, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF LABORATORY SERVICES, NH ELC

080-500712 Out of State Travel Reimbursement – Meals	- \$121.50
080-500713 Out of State Travel Reimbursement – Hotel	- \$410.19
080-500717 Out of State Travel Reimbursement – Miscellaneous	- \$ 9.00
Total Amount:	- \$540.69

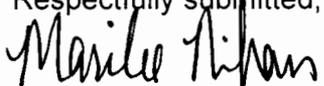
Explanation

Authorization is requested for three staff members to travel over 300 miles one way in a privately owned vehicle for the purpose of attending the New York State Department of Health Integrated Food Safety Center of Excellence (NYCoE) Food Safety Symposium in Ithaca, New York from July 18 through July 21, 2016. Round-trip mileage from Concord, New Hampshire to Ithaca, New York is 625.5 miles. The total cost for travel by air and use of rental car for the four day timeframe in Ithaca is \$2,996.01. The total cost to travel by ground is \$337.80 (see attachments). There are no costs charged to the state for the travel to and from the symposium, as this is 100% funded by the NYCoE. Additionally, the NYCoE will only reimburse ground travel mileage, not air travel.

This symposium will bring public health professionals from across New England to coordinate regional food safety practices, including the introduction of investigation performance metrics, and to

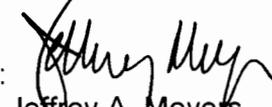
enhance collaboration with NYCoE to build outbreak response capacity. Attendance is required as a recipient of special grant funding to enhance foodborne outbreak response in New Hampshire.

No mileage expenses will be billed to the state, as the mileage is 100% funded by the NYCoE.

Respectfully submitted,


Marilee Nihan, MBA
Deputy Commissioner

Approved by:


Jeffrey A. Meyers
Commissioner

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: 06/17/2016

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Health and Human Services, Division of Public Health Services requests permission for 3 employees or their designees to travel to Ithaca, New York for 4 days of travel status from July 18, 2016 to July 21, 2016.

Conference/Workshop/Seminar Title

Food Safety Learning Collaborative Symposium hosted by the New York State Integrated Food Safety Center of Excellence Learning Collaborative

Purpose of Travel

The New York State Department of Health Integrated Food Safety Center of Excellence (NYCoE) is hosting this three-day Food Safety Symposium to bring public health professionals from New England together to coordinate regional food safety practices, use of investigation performance metrics, and collaboration with the NYCoE to enhance outbreak response capacity. Attendance is required as a recipient of special funding to enhance foodborne outbreak response in NH. Representatives from the three cornerstones of a foodborne outbreak response are needed: epidemiology, environmental health, and laboratory. Attendance is requested for Zachary McCormic, the epidemiologist who is responsible for coordinating investigation of foodborne outbreaks, Royann Bossidy, who coordinates foodservice inspections and investigations during an outbreak, and Xinglu Zhang who performs laboratory testing for outbreak-related specimens. All three roles are critical to successfully identifying and controlling the source of an outbreak to protect the public and participation in this event will increase NH's outbreak detection and investigation capacity. Miscellaneous expenses are for parking, tolls, and incidental expenses. Travel expenses for mileage, hotel, and per diem for July 19-21 will be sponsored by the NYCoE. A POV is being used in lieu of a state car as NYCoE is going to reimburse the travelers for mileage directly. One additional night of hotel and per diem will be funded using 100% federal funds. Submission of an Expense Reimbursement Form to the Secretary of State Office is not required as the NYCoE is part of a state agency. Coverage of job responsibilities will be performed by the supervisors of travelling staff. Travelers will depart and carpool from Keene, NH as it is more expedient than leaving from Concord when travelling to Ithaca, NY.

Attendees and their Titles

Zachary McCormic, MPH, Infectious Disease Epidemiologist, Bureau of Infectious Disease Control, Royann Bossidy, Food Safety and Defense Specialist, Food Protection Services, Xinglu Zhang, Microbiologist I, Public Health Laboratories

Fiscal Information - Summary

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ 0.00	Appropriation of Out-of-State Travel	\$ 45,500.00
0711	Per Diem in Lieu	\$ 0.00	Amount Expended to date	\$ 0.00
0712	Meals	\$ 567.00	Available Balance	\$ 45,500.00
0713	Hotel	\$ 1,488.21	Amount requested this authorization	\$ 2,429.01
0714	Mileage	\$ 337.80	Estimated Balance Available	\$ 43,070.99
0715	Operation State Car	\$ 0.00		
0717	Miscellaneous	\$ 36.00	Appropriation Code	010 - 090 - 1835 - 080
0719	Registration Fees	\$ 0.00	Source of Funds	See breakdown below.
TOTAL		\$ 2,429.01	Job #	90183502

Authorized Signature: _____

Marcella Jordan Bobinsky
Marcella Jordan Bobinsky
Acting Director

Approved By: _____

Jeffrey A. Meyers
Jeffrey A. Meyers
Commissioner

Fiscal Information - Detail #1 (Job #: 90183502)

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ 0.00	Appropriation of Out-of-State Travel	\$ 45,500.00
0711	Per Diem in Lieu	\$ 0.00	Amount Expended to date	\$ 0.00
0712	Meals	\$ 121.50	Available Balance	\$ 45,500.00
0713	Hotel	\$ 410.19	Amount requested this authorization	\$ 540.69
0714	Mileage	\$ 0.00	Estimated Balance Available	\$ 44,959.31
0715	Operation State Car	\$ 0.00		
0717	Miscellaneous	\$ 9.00	Appropriation Code	010 - 090 - 1835 - 080
0719	Registration Fees	\$ 0.00	Source of Funds	100% Federal Funds
TOTAL		\$ 540.69		

Fiscal Information - Detail #2 (Job #:)

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ 0.00	Appropriation of Out-of-State Travel	\$ 0.00
0711	Per Diem in Lieu	\$ 0.00	Amount Expended to date	\$ 0.00
0712	Meals	\$ 445.50	Available Balance	\$ 0.00
0713	Hotel	\$ 1,078.02	Amount requested this authorization	\$ 1,888.32
0714	Mileage	\$ 337.80	Estimated Balance Available	\$ -1,888.32
0715	Operation State Car	\$ 0.00		
0717	Miscellaneous	\$ 27.00	Appropriation Code	- - - -
0719	Registration Fees	\$ 0.00	Source of Funds	Sponsored by NYCoE
TOTAL		\$ 1,888.32		

Fiscal Information - Detail #3 (Job #:)

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ 0.00	Appropriation of Out-of-State Travel	\$ 0.00
0711	Per Diem in Lieu	\$ 0.00	Amount Expended to date	\$ 0.00
0712	Meals	\$ 0.00	Available Balance	\$ 0.00
0713	Hotel	\$ 0.00	Amount requested this authorization	\$ 0.00
0714	Mileage	\$ 0.00	Estimated Balance Available	\$ 0.00
0715	Operation State Car	\$ 0.00		
0717	Miscellaneous	\$ 0.00	Appropriation Code	- - - -
0719	Registration Fees	\$ 0.00	Source of Funds	- - - -
TOTAL		\$ 0.00		

Fiscal Information - Detail #4 (Job #:)

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ 0.00	Appropriation of Out-of-State Travel	\$ 0.00
0711	Per Diem in Lieu	\$ 0.00	Amount Expended to date	\$ 0.00
0712	Meals	\$ 0.00	Available Balance	\$ 0.00
0713	Hotel	\$ 0.00	Amount requested this authorization	\$ 0.00
0714	Mileage	\$ 0.00	Estimated Balance Available	\$ 0.00
0715	Operation State Car	\$ 0.00		
0717	Miscellaneous	\$ 0.00	Appropriation Code	- - - -
0719	Registration Fees	\$ 0.00	Source of Funds	- - - -
TOTAL		\$ 0.00		

Travel Breakdown:

Time Required in hours:	Ground	Air
Round Trip (R/T) to Manchester Airport from DHHS in Concord, NH		1.0
Arrival time at airport prior to departures (R/T)		3.0
Travel from Elmira/Corning Regional Airport to Cornell University (R/T)		1.6
Air travel from Manchester, NH to Elmira, NY		4.4
Air travel from Elmira, NY to Manchester, NH		4.3
Travel from Concord, NH to Cornell University (R/T)	6.0	
Total time	6.0	14.3

Funds Required:	Ground	Air
Mileage (@0.54/mile)	337.80	26.72
Airfare	0	2,718.60
Rental Car	0	250.69
Total Funds	337.80	2996.01

Ground – 625.5 miles R/T
 Air/Ground – 49.5 miles R/T

Cost Comparison:

Air travel: \$2996.01
 Ground travel \$337.80
 Savings if driven: \$2,658.21



Department of Health

ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Commissioner

SALLY DRESLIN, M.S., R.N.
Executive Deputy Commissioner

To: Epidemiology, environmental health and laboratory colleagues serving as New York State Integrated Food Safety Center of Excellence Learning Collaborative partners

Leadership members of the New York State Integrated Food Safety Center of Excellence (NYS CoE) at the New York State Department of Health and Cornell University have the pleasure of inviting you to the NYS CoE Food Safety Symposium to be held at Cornell University in Ithaca, NY from July 19-21, 2016.

NYS CoE will fund travel costs for a maximum of 3 staff from your state, one from each of the epidemiology, environmental health and laboratory food safety sectors. Reimbursed travel costs will cover ground transport, lodging, and per diem (for any meals not provided at the symposium).

***At this time, we can no longer accommodate the participation of additional staff from each state, aside from the three participants receiving reimbursement.*

Each participant from your state (maximum of 3) is required to **register for the symposium by June 17, 2016 using the following link:** <https://www.surveymonkey.com/r/P3QFHCN>. There is no registration fee associated with the symposium.

Information regarding travel planning needs for the NYS CoE Food Safety Symposium is attached to this letter of invite. Agenda details are being finalized, and will be distributed as soon as available.

We look forward to your participation at the NYS CoE Food Safety Symposium.

Alexandra Newman, DVM, MPH, DACVPM
Co-Director, New York Integrated Food Safety Center of Excellence, *NYSDOH*

NY CoE Food Safety Symposium
Preliminary Information for Travel Planning Needs

Dates of Symposium

- Tuesday July 19 - Thursday July 21, 2016

Location of Symposium

- PepsiCo Auditorium, Stocking Hall, Cornell University, Ithaca, NY 14853

Symposium start and end times

- Begins at 1PM on 7/19 to accommodate for travelling time to Ithaca
- Concludes at 12PM on 7/21

Travel costs will be covered for a maximum of 3 staff per state in the NY CoE region, one from each of the epidemiology, environmental health and laboratory food safety sectors

- Travel costs will cover ground transport and hotel
- Per diem for food will be reimbursed for any meals not provided at the symposium
- Carpooling is strongly encouraged

Hotel location and contact information:

- Courtyard by Marriott, 29 Thornwood Drive, Ithaca, NY 14850
- Phone: 607-330-1000

Instructions for making hotel reservations

- Contact the hotel and reserve a room (at the government rate, if available) under room block "NY CoE Food Safety Symposium", or book online using the links provided:
 - Book your group rate for NYCOE Food Safety Symposium (GOVT). Once block is filled, additional rooms are available at: [Book your group rate for NYCOE Food Safety Symposium](#)
- Provide your personal credit card information for the room hold for hotel check-in on 7/19 and hotel check out on 7/21
- Upon completion of your 2-night stay on 7/21, room charges will be billed to NY CoE (*excluding any extra charges incurred for personal expenses such as in-room movies, room service, etc.*)
- DISCLAIMER: Should you be unable to attend the symposium after making your reservation, be sure to abide by the hotel cancellation policy; failure to do so will result in room charges billed to your personal credit card

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Trip to:

Manchester Airport (MHT)
1 Airport Rd # 300

Manchester, NH 3103
 (603) 624-6539
 24.74 miles / 28 minutes

Notes

	29 Hazen Dr, Concord, NH 03301-6503	Download Free App
	1. Start out going west on Hazen Dr toward Charles Doe Dr . Map	0.5 Mi
	2. Turn right onto Loudon Rd / NH-9 . Map	0.9 Mi
	3. Merge onto I-93 S via the ramp on the left toward I-89 / Manchester / Lebanon (Portions toll). Map	11.2 Mi
	4. Keep left to take I-293 S toward Manchester Airport / Manchester / Nashua (Portions toll). Map	9.6 Mi
	5. Merge onto Brown Ave / NH-3A S via EXIT 2 toward Litchfield . Map	1.6 Mi
	6. Stay straight to go onto Airport Rd . Pass through 1 roundabout. Map	0.9 Mi
	7. 1 AIRPORT RD # 300 . Map	
	Manchester Airport (MHT) Airport Administration Office 1 Airport Rd # 300, Manchester, NH 3103 (603) 624-6539	

Total Travel Estimate: **24.74 miles - about 28 minutes**

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Jul 19, 2016 From **Manchester-Boston Regional (MHT)**
To **Elmira - Corning Regional (ELM)**



6:55am → **11:18am** 4h 23m, 1 stop
MHT ELM PHL

Show flight and baggage fee details ▾

Jul 21, 2016 From **Elmira - Corning Regional (ELM)**
To **Manchester-Boston Regional (MHT)**



11:48am → **4:04pm** 4h 16m, 1 stop
ELM MHT DTW

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Trip Summary

3 Tickets: Roundtrip

Traveler 1: Adult ✕	\$902.20
Flight	\$797.20
Taxes & Fees	\$105.00
Traveler 2: Adult ✕	\$902.20
Flight	\$797.20
Taxes & Fees	\$105.00
Traveler 3: Adult ✕	\$902.20
Flight	\$797.20
Taxes & Fees	\$105.00
Booking Fee	\$12.00

Trip Total: **\$2,718⁶⁰**
Only 3 tickets left at this price!

Rates are quoted in US dollars

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Important Flight Information

- Your flight is a combination of two one-way fares, each subject to its own rules and restrictions. **More Details**

Departure

- Tickets are **non-refundable** 24 hours after booking and **non transferable**. A fee of \$200.00 per ticket is charged for itinerary changes. Name changes are not allowed.
- Estimated fees for baggage ⓘ and other optional services.

Return

- Tickets are non-refundable 24 hours after booking and non transferable. A fee of \$200.00 per ticket is charged for itinerary changes. Name changes are not allowed.
- Estimated fees for baggage  and other optional services.

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Return

- Tickets are **non-refundable** 24 hours after booking and **non transferable**. A fee of \$200.00 per ticket is charged for itinerary changes. Name changes are not allowed.
- Estimated fees for baggage  and other optional services.

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4 A/C • Automatic

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Elmira, NY (ELM Airport) Counter and car in terminal

Tue, Jul 19 10:30AM - Thu, Jul 21 10:30AM



Driver name *

First and last name

Email address *

We'll send your confirmation here

Country code *

United States of America +1

Phone number *

In case we need to reach you

Loyalty and flight information (optional) ↘

No surprises!

Here's a full breakdown of your price:

Payable today:	\$0.00
Due at pick-up:	\$250.69 ↗
Car rental	\$197.92
Percent, car rental sales tax 6 pct	\$13.19
Percent, sales tax	\$17.59
Percent, concession recovery fee 11.11 pct	\$21.99
Total:	\$250.69

Rates are quoted in US dollars.



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- Yes, I need collision protection for **\$10**/calendar day
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- ✔ All drivers on the rental agreement are covered

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Confirm password

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Reserve Now >



Trip to:

Cornell University
1 Schoellkopf Dr

Ithaca, NY 14853

(607) 255-5026

37.87 miles / 48 minutes

Notes

	Elmira/Corning Regional Airport (ELM) Airport-Elmira Corning Regional Airport 276 Sing Sing Rd, Horseheads, NY 14845 (607) 739-5621	Download Free App	
	1. Start out going northeast on Operation Rd toward Airport Rd / County Hwy-43A. Map	0.1 Mi	
	2. Turn left onto Airport Rd / County Hwy-43A. Map	0.1 Mi	
	3. Turn left onto Sing Sing Rd / County Hwy-17. Map	0.7 Mi	
	4. Turn left onto Kahler Rd S / County Hwy-63. Map	0.8 Mi	
		5. Merge onto I-86 E / NY-17 E / Southern Tier Expy E toward Binghamton. Map	5.9 Mi
		6. Merge onto NY-13 via EXIT 54 toward Ithaca. Map	1.4 Mi
		7. Enter next roundabout and take the 2nd exit onto NY-13. Pass through 1 roundabout. Map	26.5 Mi
	8. Turn right onto W Green St / NY-79. Continue to follow W Green St. Map	0.8 Mi	
		9. Stay straight to go onto E State St / NY-79. Map	0.4 Mi
		10. Turn left onto Mitchell St / NY-366. Map	0.2 Mi
		11. Turn slight left onto NY-366 / Ithaca Rd. Continue to follow NY-366. Map	0.5 Mi
	12. Turn left onto Hoy Rd. Map	0.4 Mi	
	13. Take the 1st right onto Campus Rd. Map	0.1 Mi	
	14. 1 SCHOELLKOPF DR. Map		



Cornell University
1 Schoellkopf Dr, Ithaca, NY 14853
(607) 255-5026

Total Travel Estimate: 37.87 miles - about 48 minutes

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Cornell University
1 Schoellkopf Dr, Ithaca, NY 14853
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Notes

Trip to:

Cornell University
1 Schoellkopf Dr

Ithaca, NY 14853

(607) 255-5026

312.77 miles / 5 hours 54 minutes

		Download Free App
	A 29 Hazen Dr, Concord, NH 03301-6503	
	1. Start out going west on Hazen Dr toward Charles Doe Dr . Map	0.5 Mi
	2. Turn right onto Loudon Rd / NH-9 . Map	0.9 Mi
	3. Merge onto I-93 S via the ramp on the left toward I-89 / Manchester / Lebanon . Map	2.8 Mi
	4. Merge onto I-89 N toward Lebanon / White River Jct VT . Map	8.2 Mi
	5. Merge onto NH-9 W via EXIT 5 on the left toward Henniker / Keene . Map	41.8 Mi
	6. Merge onto NH-10 S / NH-9 W / NH-12 S / Franklin Pierce Hwy toward Swanzey / Vermont . Map	1.7 Mi
	7. Take Route 9 / NH-9 toward Vermont (Crossing into Vermont). Map	14.4 Mi
	8. Route 9 / NH-9 becomes VT-9 . Map	0.2 Mi
	9. Enter next roundabout and take the 2nd exit. Map	0.4 Mi
	10. Take I-91 S . Map	2.4 Mi
	11. Take the VT-9 W exit, EXIT 2 , toward Bennington / Brattleboro . Map	0.5 Mi
	12. Merge onto VT-9 toward Bennington / Marlboro College / Wilmington . Map	37.4 Mi
	13. Merge onto VT-279 W toward US-7 N . Map	2.4 Mi
	14. Merge onto US-7 N / VT-279 W toward US-7 N / Rutland / Troy . Map	0.4 Mi

	15. Merge onto VT-279 W / Bennington Byp W via the exit on the left toward Troy (Crossing into New York). Map	3.9 Mi
	16. VT-279 W / Bennington Byp W becomes Bennington Connector . Map	1.2 Mi
	17. Bennington Connector becomes NY-7 . Map	24.6 Mi
	18. Turn slight right onto NY-7 / Collar City Bridge . Continue to follow NY-7 W . Map	4.3 Mi
	19. Merge onto I-87 S / Adirondack Northway S via the exit on the left toward Albany. Map	6.3 Mi
	20. Merge onto I-90 W toward New York / Buffalo (Portions toll). Map	11.3 Mi
	21. Merge onto I-88 W via EXIT 25A toward NY-7 / Schenectady / Binghamton (Portions toll). Map	88.2 Mi
	22. Take the NY-206 exit, EXIT 8 , toward Bainbridge . Map	0.4 Mi
	23. Turn right onto State Highway 206 / NY-206 . Map	0.08 Mi
	24. Enter next roundabout and take the 2nd exit onto NY-206 . Map	0.3 Mi
	25. Turn right onto S Main St / NY-7 / NY-206 . Map	0.01 Mi
	26. Take the 1st left onto W Main St / NY-206 . Continue to follow NY-206 . Map	27.2 Mi
	27. NY-206 becomes E Main St / NY-26 / NY-79 . Map	0.09 Mi
	28. Turn right onto US Route 11 / US-11 N / NY-79 . Continue to follow NY-79 . Map	28.5 Mi
	29. Turn right onto Pine Tree Rd / County Hwy-174 . Continue to follow Pine Tree Rd . Map	1.6 Mi
	30. Turn left onto Dryden Rd / NY-366 . Map	0.3 Mi
	31. Stay straight to go onto Hoy Rd . Map	0.4 Mi
	32. Take the 1st right onto Campus Rd . Map	0.1 Mi
	33. 1 SCHOELLKOPF DR . Map	
	Cornell University 1 Schoellkopf Dr, Ithaca, NY 14853 (607) 255-5026	