

1A JPL

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

Date: 7/19/18

**TO THE HONORABLE GOVERNOR & COUNCIL:**

The Department of NH Fish and Game Dept., Law Enforcement Div. requests permission for 1 employees or their designees to travel to Sheperdstown, WV for 8 days of out-of-state travel status from September 15<sup>th</sup> to September 22<sup>nd</sup>.

**Conference/Workshop/Seminar Title**

2018 NACLEC Leadership Academy

**Purpose of Travel**

The Fish and Game Department requests a waiver from MOP Section 1102 (K), which requires travel outside a 300 mile radius by tourist class air passage and authorization for Lt. Heidi Murphy to travel via State vehicle to the NACLEC Leadership Academy class in West Virginia.  
The purpose of this meeting is to finish the last week of the academy class. Lt. Murphy attended the first two weeks of the Adaptive Leadership Course back in April and hopes to finish the remainder of the course.

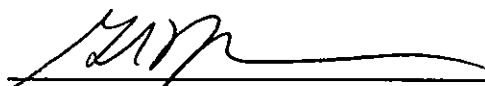
**Attendees and their Titles**

- |   |           |
|---|-----------|
| <u>1. Heidi Murphy- Admin. Lieutenant</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	\$ <u>          </u>	Appropriation of Out-of-State Travel	\$ <u>5000.00</u>
0711	Per Diem in Lieu	\$ <u>          </u>	Amount Expended to date	\$ <u>0.00</u>
0712	Meals	\$ <u>NA</u>	Available Balance	\$ <u>5000.00</u>
0713	Hotel	\$ <u>NA</u>	Amount requested this authorization	\$ <u>110.00</u>
0714	Mileage	\$ <u>          </u>	Estimated Balance Available	\$ <u>          </u>
0715	Operation State Car	\$ <u>100.00</u>		
0717	Miscellaneous	\$ <u>10.00</u>	Appropriation Code	<u>20</u> - <u>7500</u> - <u>7887</u> - <u>080</u>
0719	Registration Fees	\$ <u>          </u>	Source of Funds	<u>          </u>
		\$ <u>          </u>		

Authorized Signature

  
 Glenn Normandeau, Executive Director

**COMPARISON OF AIR TRAVEL VS. STATE VEHICLE  
TO Sheperdstown, West Virginia**

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**AIR TRAVEL**  
(Manchester to Baltimore and return)  
Airfare 1. \$230.96

**STATE VEHICLE TRAVEL**  
Andover to Sheperdstown, WV  
581 (1,162 miles round trip)

\$100 Estimated Gas

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**CAR RENTAL**  
From Baltimore to Sheperdstown

**TOLLS (Estimate) \$10.00**

\$369.49 for full week

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**TRAVEL TIME FLY (INCLUDES  
ROUNDRIP AIRPORT TIME,  
NON STOP FLIGHT)**  
1. 6 Hrs. x \$33.65 = \$201.90

**TOTAL DRIVE TIME**  
10 hours 1 way  
1. 20 Hrs. x \$33.65 = \$673.00

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**TRAVEL TIME Rental Car**  
1. 3 Hrs. x \$33.65 = \$100.95

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**TOTAL TIME COST = \$302.85**

**TOTAL TIME COST = \$673.00**

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**TOTAL AIR & SHUTTLE  
TRAVEL COST = \$600.45**

**TOTAL VEHICLE  
OPERATION COST = \$110.00**

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**TOTAL: \$903.30**

**TOTAL: \$783.00**

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**Total Savings to State: \$120.30**

The Fish and Game Department requests a waiver from MOP 1102(K), which requires travel outside a 300 mile radius by tourist class air passage and authorization for Heidi Murphy to travel via State vehicle to Sheperdstown, West Virginia.

## Murphy, Heidi

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**From:** Jeff Gallant <Jeff.Gallant@milnetravel.com>  
**Sent:** Monday, July 16, 2018 11:32 AM  
**To:** Murphy, Heidi  
**Subject:** FW: quote

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**From:** Jeff Gallant  
**Sent:** Monday, July 16, 2018 11:31 AM  
**To:** 'heidi.murphy@wildlife.gov'  
**Subject:** quote

Hello Heidi,

Cost for the car rental at this time is \$369.49.

Jeff Gallant

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[www.milnetravel.com](http://www.milnetravel.com)

**MTA Incorporated**

# Trip & Price Details

- Price, Current step
- Payment, Remaining step
- Confirmation, Remaining step



- [Redacted]
- [Redacted]
- Remove Flight Opens Modal

230.96 Dollars\$230.96

## Departing 9/15/18 Saturday

Departs

Departs 11:20AM

MHTManchester, NH - MHT

Flight4144

Nonstop

Arrives

Arrives 12:50PM

BWIBaltimore/Washington, MD - BWI

Travel Time1hr30min

Wanna Get Away

Earn 647 Rapid Rewards® points per Passenger, per one-way.

- 2 free checked bags
- No change fee
- Reusable funds
- EarlyBird eligible

• Wanna Get Away

(Adult x1)

107.70 Dollars\$107.70

SUBTOTAL

107.70 Dollars\$107.70

# Returning 9/22/18 Saturday

Departs

Departs 9:25AM

BWIBaltimore/Washington, MD - BWI

Flight4142

Nonstop

Arrives

Arrives 10:45AM

MHTManchester, NH - MHT

Travel Time1hr20min

Wanna Get Away

Earn 485 Rapid Rewards® points per Passenger, per one-way.

- 2 free checked bags
- No change fee
- Reusable funds
- EarlyBird eligible

• Wanna Get Away

(Adult x1)

80.73 Dollars\$80.73

SUBTOTAL

80.73 Dollars\$80.73

Taxes & fees

42.53 Dollars\$42.53 Opens flyout.

Flight total **230.96 Dollars \$230.96**

## Icon legend

## YOUR TRIP:

Total Route: **10 hr 3 min - 581 miles**

Est. Fuel cost: **\$47.60** - IRS Reimbursement: **\$316.65**



Print a full health report of your car with HUM  
vehicle diagnostics (800) 906-2501



109 Route 4A, Andover, NH 03216-3114



1. Start out going south on Route 4A/NH-4A toward Fox Farm Rd.

Then 0.52 miles



2. Turn right onto Main St/NH-11. Continue to follow NH-11.

Then 5.85 miles



3. Stay straight to go onto King Hill Rd/NH-11.

Then 0.99 miles



4. Merge onto I-89 N toward Lebanon (Crossing into Vermont).

Then 30.31 miles



5. Merge onto I-91 S toward Brattleboro (Passing through Massachusetts, then crossing into Connecticut).

Then 144.19 miles



6. Merge onto I-84 W via EXIT 32A toward Waterbury (Crossing into New York).

Then 65.67 miles



7. Merge onto I-684 S via EXIT 20 toward White Plains/New York City.

Then 11.05 miles



8. Take EXIT 5 toward Saw Mill Pkwy/NY-117.

Then 0.58 miles



9. Keep right to take the Saw Mill Pkwy ramp.

Then 0.38 miles



10. Merge onto Saw Mill River Pkwy.

Then 17.58 miles












11. Take the I-287 W/I-87 exit, EXIT 22, toward Albany/New York City.

Then 0.12 miles



12. Merge onto I-287 W via the ramp on the left.

Then 19.13 miles

-  13. Merge onto I-287 S via EXIT 15 toward New Jersey (Crossing into New Jersey).  
Then 46.87 miles
-  14. Merge onto I-78 W via EXIT 21B toward Easton PA (Portions toll) (Crossing into Pennsylvania).  
Then 54.24 miles
-  15. Keep left to take I-78 W toward Harrisburg.  
Then 54.05 miles
-  16. I-78 W becomes I-81 S.  
Then 18.18 miles
-  17. Merge onto I-83 S via EXIT 70 on the left toward South Harrisburg/York.  
Then 9.27 miles
-  18. Keep left to take PA-581 W via EXIT 41A toward Camp Hill/Gettysburg.  
Then 1.99 miles
-  19. Merge onto US-15 S via EXIT 5B toward Gettysburg.  
Then 34.77 miles
-  20. Take the PA-97 exit toward Baltimore St.  
Then 0.20 miles
-  21. Turn right onto Baltimore Pike/PA-97.  
Then 1.42 miles

 22. 1195 BALTIMORE PIKE is on the left.

 Gettysburg National Military Park

This leg: 8 hr 40 min - 517.33 miles

 1. Start out going southeast on Baltimore Pike/PA-97 toward Colgrove Ave.


Then 1.42 miles

 2. Merge onto US-15 S toward Frederick (Crossing into Maryland).

Then 17.34 miles

 3. Take the MD-77 exit.

Then 0.34 miles

 4. Keep left at the fork in the ramp.

Then 0.02 miles

5. Turn left onto W Main St/MD-77. Continue to follow MD-77.  
Then 9.88 miles
6. Turn left onto Jefferson Blvd/MD-64.  
Then 1.14 miles
7. Turn left onto Mapleville Rd/MD-66. Pass through 1 roundabout.  
Then 4.90 miles
8. Merge onto I-70 W toward Hagerstown.  
Then 8.25 miles
9. Take the I-81 S exit, EXIT 26, toward Roanoke.  
Then 0.36 miles
10. Merge onto I-81 S via EXIT 26A toward Roanoke (Crossing into West Virginia).  
Then 9.23 miles
11. Take the WV-901 exit, EXIT 20, toward Spring Mills.  
Then 0.21 miles
12. Keep left to take the ramp toward US Route 11.  
Then 0.02 miles
13. Turn left onto Hammonds Mill Rd/WV-901/County Hwy-3.  
Then 0.37 miles
14. Turn right onto Williamsport Pike/US-11 S.  
Then 1.43 miles
15. Turn left onto Bedington Rd/County Hwy-5.  
Then 1.49 miles
16. Turn left onto Scrabble Rd/County Hwy-12.  
Then 0.99 miles
17. Turn right onto Scrabble Rd/County Hwy-12. Continue to follow Scrabble Rd.  
Then 4.35 miles
18. Turn left onto Shepherd Grade Rd/County Hwy-5/2. Continue to follow Shepherd Grade Rd.  
Then 0.99 miles
19. Turn right to stay on Shepherd Grade Rd.  
Then 0.24 miles
20. Turn left onto Conservation Way.  
Then 0.63 miles



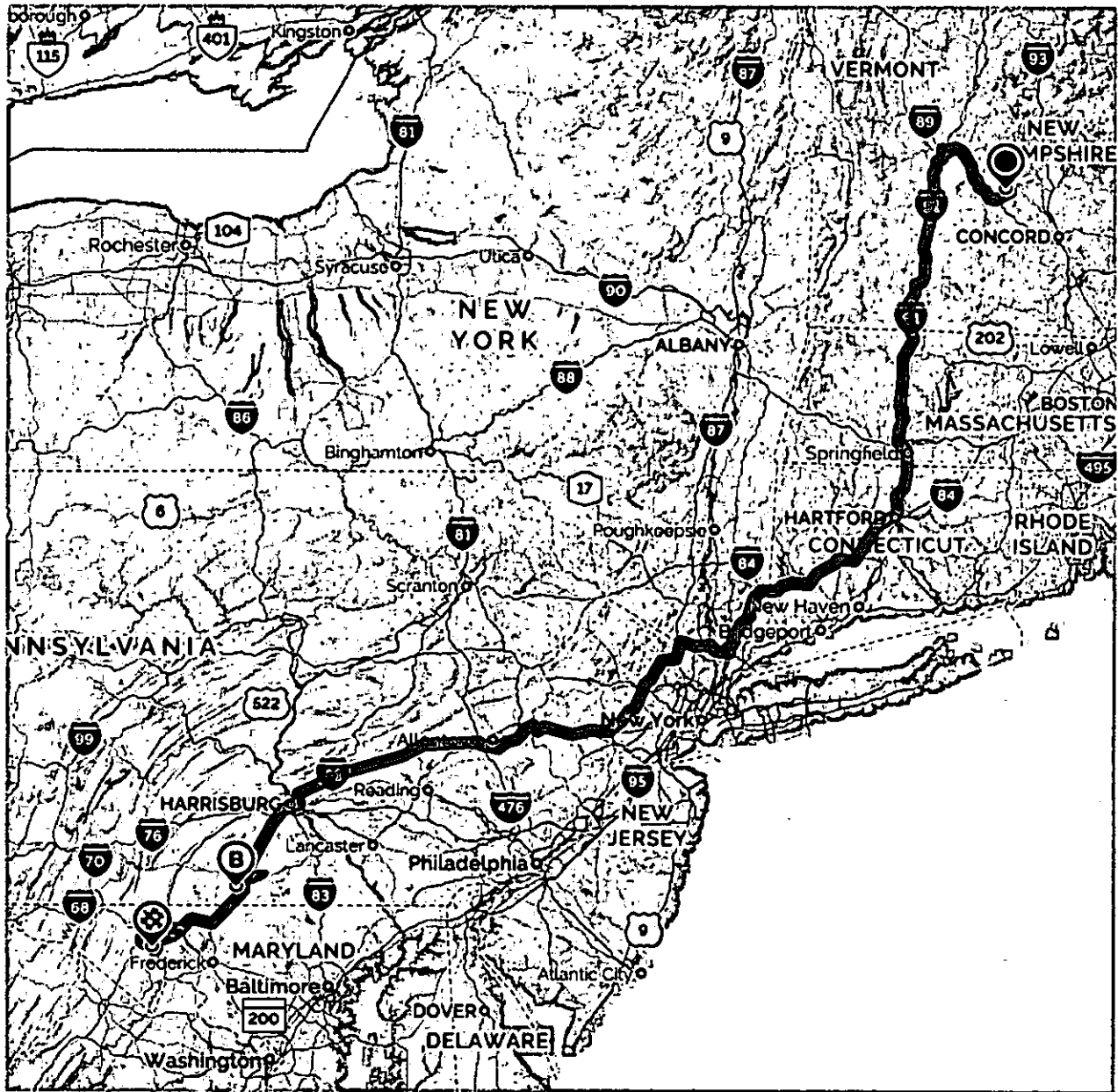
➔ 21. Turn right to stay on Conservation Way.

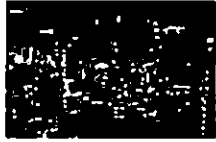
Then 0.10 miles

📍 22. Welcome to SHEPHERDSTOWN, WV 25443.

📍 698 Conservation Way, Shepherdstown, WV 25443-4024

This leg: 1 hr 23 min - 63.67 miles





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**Car trouble mid-trip?  
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