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William F. Dwyer
STATE TREASURER

**THE STATE OF NEW HAMPSHIRE
STATE TREASURY**

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July 5, 2017

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

REQUESTED ACTION

The State Treasury requests to place an item on the Consent Calendar.

Pursuant to RSA 4:8, authorize State Treasurer William Dwyer to accept scholarship funds in the amount of no more than \$2,000 from the National Association of State Treasurers ("NAST") to defray the cost of attending the NAST Annual Conference from September 17-19, 2017 in Boston.

EXPLANATION

From September 17-19, 2017, NAST will host its Annual Conference for State Treasurers in Boston. The conference will bring together approximately 40 State Treasurers from throughout the US to discuss current and emerging issues related to the financial markets and investing, the financing of our nation's infrastructure, the role of Public-Private Partnerships, municipal bond issuance, relevant federal legislation, and a wide-ranging State Treasurer roundtable discussion that will include college savings plan and unclaimed property program administration. In addition, Treasurer Dwyer serves on NAST's Banking and Cash Management Committee, which will convene during the Conference.

One of the benefits of State Treasury's membership in NAST, approved June 7, 2017 as consent agenda item #1M, is an annual scholarship allocation of \$4,000 to attend NAST conferences, one half of which (\$2,000) may be used for any single conference. State Treasury anticipates requesting approval to attend one additional NAST conference later in fiscal year 2018.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "William F. Dwyer".

William F. Dwyer
State Treasurer

FY18 Travel Policies & Procedures for NAST & Affiliated Network Members

The purpose of this document is to establish and communicate policies and procedures, pursuant to Article 6, Section 1.3.2 of the NAST Constitution, to NAST and Affiliated Network members who travel on official NAST business and/or to NAST conferences by utilizing the funds available from the NAST Scholarship Program.

Section 1: Policies and Procedures related to travel for official NAST/Network business

In order to receive reimbursement for expenses related to travel for official NAST/Network business, the state treasurer or network representative must have advanced authorized approval from the NAST President to ensure that the anticipated travel is supported in the NAST Consolidated Budget.

Expense reimbursement reports must be submitted to NAST on a per trip basis and must be submitted no later than 45 days after the completion of the trip. All receipts must be attached to an official NAST reimbursement form (attached) and include the signature of the traveler. NAST staff will assign the activity codes on the expense report upon receipt for proper accounting purposes.

State treasurers or network representatives traveling on NAST business are required to book coach or discounted fares for domestic travel. With proper proof / documentation first class is allowed when the fare is no higher than the coach fare or if the approved traveler opts to use frequent flyer points for a first class upgrade. Business class may be used for international flights that are transoceanic and of five hours duration or longer, if the NAST Consolidated Budget permits.

Business hotel accommodations should consist of a standard type of room at a government rate, whenever possible. If a government rate is not available, travelers should request the lowest rack rate. NAST will reimburse for the official meeting dates, which may include the night before the event/conference begins and the night after the event/conference ends depending on travel restrictions imposed on the traveler. An extended stay for personal reasons is the responsibility of the traveler.

Rental cars may be used when the nature of the business trip is such that use of local transportation such as taxis, hotel limousines or vans is not practical or would be more expensive. NAST/Network business traveler should rent mid-size class cars or smaller when conducting official NAST/Network business travel.

Mileage on personally owned cars is reimbursed at the Federal rate. Taxi, parking and toll charges are also reimbursable.

NAST will reimburse the traveler for the actual cost of meals, including tax and tip. Cash register receipt or bill must be attached to the official NAST reimbursement form for meal reimbursement.

All reimbursable expenses must be accompanied by a receipt, except in those cases where a receipt is not obtainable (e.g. maid tip, baggage handling tips).

Spouse/guest accompaniment on an official NAST/Network business trip is a non-reimbursable expense.

Other non-reimbursable expenses include: personal entertainment, in-room movies, spa services, gifts, grooming and parking or speeding tickets or any other costs of a personal nature not related to business.

Section 2: Policies and Procedures related to travel to NAST Conferences using the NAST Scholarship Program

Scholarships to attend NAST conferences and the National Institute of Public Finance are available to current dues paying members of NAST. The scholarships, as itemized below, are intended for use by the state treasurers to cover their registration fees and/or travel & other reimbursable expenses to NAST conferences. Written authorization by a treasurer is required for all scholarship reimbursements.

All scholarship funds are administered by NAST, except for the Western region which is administered by the Western State Treasurers Association.

Midwestern, Southern and Northeast Regions

For FY 18, the NAST Executive Committee approved up to \$4,000 in scholarship funds for each dues-paying treasurer to attend the following conferences: 2017 NAST Annual Conference, 2018 NAST Legislative Conference and 2018 NAST Treasury Management Training Symposium. Each dues-paying member will be eligible to receive up to \$2,000 per conference to help offset the cost of attendance for a total of \$4,000 in scholarship funds for FY18. Submit an official NAST reimbursement form with receipts to (electronic copies of receipts are acceptable):

Chris Hunter, Deputy Executive Director – (859) 721-2181
NAST
201 E. Main St., Suite 540
Lexington, KY 40507
Fax: (859) 721-2194
Chris@StateTreasurers.org

Western Region

\$2,700 in scholarship funds for each dues-paying treasurer to attend the following conferences: 2017 NAST Annual Conference, 2018 NAST Legislative Conference and 2018 NAST Treasury Management Training Symposium. Submit receipts with cover letter to:

Hon. David Damschen – (801) 538-1042
State Treasurer
350 N. State Street, Suite C180
P.O. Box 142315
Salt Lake City, UT 84114-2315

Scholarship expense reimbursement reports must be submitted to NAST on a per trip basis and should be submitted no later than 45 days after the completion of the trip. All receipts must be attached to an official NAST reimbursement form (attached) and include the signature of the traveler. NAST staff will assign the activity codes on the expense report upon receipt for proper accounting purposes.

State treasurers traveling on NAST scholarship funds are required to book coach or discounted fares for domestic travel. With proper proof / documentation first class is allowed when the fare is no higher than the coach fare or if the approved traveler opts to use frequent flyer points for a first class upgrade. Business class may be used for international flights that are transoceanic and of five hours duration or longer.

State treasurers traveling on NAST scholarship funds are required to stay in the official NAST conference hotel. If the official NAST conference hotel is unavailable, the treasurer should reserve business hotel accommodations consisting of a standard type of room at a government rate, whenever possible. If a government rate is not available, travelers should request the lowest rack rate. NAST will reimburse for the official meeting dates, which may include the night before the event/conference begins and the night after the event/conference ends depending on travel restrictions imposed on the traveler or in the event the NAST President or Executive Director calls an officially sanctioned committee or working group meeting that would require the treasurer to arrive a day early or stay an additional night. An extended stay for personal reasons is the responsibility of the traveler.

Rental cars may be used when the nature of the trip is such that use of local transportation such as taxis, hotel limousines or vans is not practical or would be more expensive. Treasurers should rent mid-size class cars or smaller when traveling on NAST scholarship funds.

Mileage on personally owned cars is reimbursed at the Federal rate. Taxi, parking and toll charges are also reimbursable.

NAST will reimburse the treasurer for the actual cost of meals, including tax and tip. Cash register receipt or bill must be attached to the official NAST reimbursement form for meal reimbursement.

All reimbursable expenses must be accompanied by a receipt, except in those cases where a receipt is not obtainable (e.g. maid tip, baggage handling tips).

Spouse/guest accompaniment to a NAST conference is a non-reimbursable expense. Other non-reimbursable expenses include: personal entertainment, in-room movies, spa services, gifts, grooming and parking or speeding tickets or any other costs of a personal nature not related to business.

2017 NAST Annual Conference Schedule
Boston, MA

Saturday, September 16

6:00-9:00 P.M. **NAST Treasurers Dinner – UMass Club**

Sunday, September 17

12:00-8:00 P.M. **Conference Registration**

Afternoon NAST Committee Meetings
 NAST Foundation
 Pension, Legislative, Taxation, Long Range Planning, Financial
 Empowerment, Finance, Personnel

6:00 P.M. **NAST New Member Reception**

6:30-8:00 P.M. **NAST Opening Reception – Hotel**

Monday, September 18

7:00 A.M. **NAST Staff Meeting**

7:00-5:00 P.M. **Conference Registration**

7:30 A.M. **NAST Breakfast Buffet Opens**

7:45-8:55 A.M. **NAST Annual Conference Welcome Remarks**

9:15-10:15 A.M. **Session 1**

10:15-10:30 A.M. **Break**

10:30-11:30 A.M. **Session 2**

11:30-1:00 P.M. **NAST Annual Conference Luncheon w/Keynote**

1:15-2:00 P.M. **NAST REGIONAL MEETINGS**

1:15-2:00 P.M. **CORPORATE AFFILIATE BOARD MEETING**

2:00-2:15 P.M.	Break
2:15-3:45 P.M.	NAST ANNUAL BUSINESS MEETING
6:30 – 8:30 P.M.	Fenway Park

Tuesday, September 19

7:30 A.M.	NAST Staff Meeting
7:30-5:00 P.M.	Conference Registration
7:45 A.M.	NAST Breakfast w/Keynote
9:00-10:00 A.M.	Session 3
10:00-11:00 A.M.	Session 4
11:00-11:15 A.M.	Break
11:15-12:15 P.M.	Session 5
12:15-1:45 P.M.	NAST Annual Conference Luncheon w/Keynote
2:00-3:00 P.M.	State Treasurers' Roundtable
6:30-9:00 P.M.	NAST Conference Closing Evening – Statehouse

Wednesday, September 20

7:30-8:30 A.M.	NAST Breakfast
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