

STATE OF NEW HAMPSHIRE

Honorarium or Expense Reimbursement Report
Executive Branch - RSA 15-B



Type or Print all Information Clearly:

Name: JAMES CHRISTOPHER VARA Work Phone No. 271-2121

Work Address: 107 N. MAIN ST., CONCORD, NH 03301

Office/Appointment/Employment held: OFFICE OF THE GOVERNOR CHRISTOPHER T. SUNUNU ADVISOR ON ADDICTION AND BEHAVIORAL HEALTH

List the full name, post office address, occupation, and principal place of business, if any, of the source of any reportable honorarium or expense reimbursement.

Source of Honorarium or Expense Reimbursement:

Name of source: \_\_\_\_\_

Post Office Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Principal Place of Business: \_\_\_\_\_

If source is a Corporation or other Entity:

Name of Corporation or Entity: ADDICTION POLICY FORUM: PROMOTING A COMPREHENSIVE RESPONSE TO THE OPIOID EPIDEMIC: FUNDING, EFFECTIVE DESIGN AND IMPLEMENTATION, RESEARCH & EVALUATION
Name of Corporate/Entity Representative: BRADEN KELLY AT BKELLY@ADDICTIONPOLICY.ORG

Work Address of Representative: ADDICTION POLICY FORUM, 718 7th STREET, NW, 2nd FLOOR WASHINGTON, D.C. 20002

Value of Honorarium: \_\_\_\_\_ Date Received: \_\_\_\_\_ If exact value is unknown, provide an estimate of the value of the gift or honorarium and identify the value as an estimate. Exact \_\_\_\_\_ Estimate \_\_\_\_\_

Value of Expense Reimbursement: 383.81 Date Received: 3/17 A copy of the agenda or an equivalent document must be attached to this filing. Exact [X] Estimate \_\_\_\_\_ (SEE ATTACHED EXPENSE REPORT)

Briefly describe the service or event this Honorarium or Expense Reimbursement relates to:

CONFERENCE DESIGNED FOR STATES, COUNTIES, CITIES, TRIBES, LAW ENFORCEMENT & OTHER AGENCIES APPLYING FOR CARA GRANT FUNDING (SEE ATTACHED)

"I have read RSA 15-B and hereby swear or affirm that the foregoing information is true and complete to the best of my knowledge and belief."

Signature of Filer [Signature] Date Filed 5-17-17

RSA 15-B:9 Penalty. Any person who knowingly fails to comply with the provisions of this chapter or knowingly files a false report shall be guilty of a misdemeanor.

Return to: Secretary of State's Office, State House Room 204, Concord, NH 03301

RECEIVED

MAY 17 2017

NEW HAMPSHIRE DEPARTMENT OF STATE

## Travel Scholarship Application

### *Promoting a Comprehensive Response to the Opioid Epidemic: Funding, Effective Design and Implementation, Research and Evaluation*

The Addiction Policy Forum is hosting a convening to promote the use of research and evaluation in the development and implementation of comprehensive strategies designed to address opioid abuse in the United States. The one day training and technical assistance meeting will bring together researchers, practitioners, and other stakeholders interested in funding opportunities from the Bureau of Justice Assistance at the U.S. Department of Justice for the development of programs to aid those affected by opioid use disorder.

The Laura and John Arnold Foundation (LJAF) is sponsoring the convening and plans to provide a limited number of travel scholarships to state and local substance abuse and criminal justice program administrators to attend the event on February 28, 2017 in Washington, DC.

#### **What does the travel scholarship cover?**

State teams selected to receive a travel scholarship will have the following expenses paid:

- Travel to and from your home location to Washington, DC. Airfare travel will be reimbursed at coach fare. Travelers may also choose to arrive by train (coach class), rental car or have their mileage reimbursed at the federal mileage rate.
- Meals for the selected travelers will be reimbursed at the federal per diem rate for Washington DC.
- Hotel for up to two nights (February 27<sup>th</sup> and 28<sup>th</sup> if travel back home on February 28<sup>th</sup> is not possible).
- Travel by taxi or metro between the airport and the conference hotel.
- Parking at the home airport.

#### **Who is eligible for a travel scholarship?**

To be eligible to apply for a travel scholarship, you must meet the following criteria:

1. Work in a state or county that is severely impacted by the opioid epidemic.
2. Intend to submit an application for funding under the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) solicitation titled *Comprehensive Opioid Abuse Site-based Program FY 2017 Competitive Grant Announcement*.
3. Assemble a team consisting of:
  - a. 1 representative from your state-level criminal justice planning agency or a representative from the Governor's office responsible for criminal justice policy.
  - b. 1 representative from your state-level substance abuse policy office or a representative from the Governor's office responsible for substance abuse treatment policy issues.

- c. 2 county-level representatives from within your state – one of whom should represent a criminal justice agency and one of whom should represent a substance abuse treatment agency.

**How do I apply for a travel scholarship?**

To apply, you must submit the following information by **February 1, 2017 at midnight Eastern Standard Time**. Please do not submit more than one page.

- Please list the names of all four proposed scholarship recipients, their titles and their agency affiliations. Ensure that the four individuals selected meet the criteria outlined above or your application will be rejected.
- Provide a brief summary of your state's intent to apply for funding under BJA's Comprehensive Opioid Abuse Site-based Program. If known, what category of funding are you pursuing?
- Are you all considering including a research component in your application?
- Why is it important for your team to attend this convening?

**Can I bring additional team members if I am selected?**

Yes. However, we will only reimburse the travel expenses for the four named individuals in the application.

**Can I attend, even if our team is not selected for a scholarship?**

Yes.

**Should I register for the event while I wait to hear if we received a scholarship?**

Yes. You are welcome to register your team for the event since registration is free and can be cancelled.

**Who can I contact if I have questions?**

Contact Braeden Kelly at [bkelly@addictionpolicy.org](mailto:bkelly@addictionpolicy.org) if you have any questions about the scholarship or the event.

## MEMORANDUM

To: James Vara, Governors Advisor on Addiction, New Hampshire  
From: Braeden Kelly, *Addiction Policy Forum, Washington, D.C.*  
Date: February 24, 2017  
Re: Travel Logistics for the 2017 CARA Implementation Conference

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Thank you for attending the CARA Implementation Conference, Promoting a Comprehensive Response to the Opioid Epidemic: *Funding, Effective Design and Implementation, Research and Evaluation*. The conference will take place on **February 28, 2017 at the Marriott Wardman Park Hotel (2660 Woodley Rd NW, Washington, DC 20008) in Washington, D.C.** This memo summarizes the logistics for this conference, including travel and hotel accommodations.

### **I. Conference Summary and Schedule of Events**

The conference will be held at:

**Marriott Wardman Park Hotel**  
2660 Woodley Rd NW  
Washington, DC 20008  
Tel: (202) 328-2000  
**Room:** Roosevelt 1, 2 & 3 (Exhibition Level)

Below is a brief schedule of events.

#### ***Tuesday, February 28, 2017***

|          |   |
|----------|---|
| 9:00 am  | <b>Registration &amp; Check-In</b>  |
| 10:00 am | <b>Welcome &amp; Opening Remarks</b>  |
| 10:30 am | <b>Panel 1: <i>Overdose Outreach Projects</i></b>   |
| 11:30 am | <b>Panel 2: <i>Technology-assisted Treatment Projects</i></b>   |
| 12:30 pm | <b>Lunch &amp; Small Group Discussion</b>   |
| 1:15 pm  | <b>Panel 3: <i>System-level Diversion and Alternative to Incarceration Projects</i></b>   |
| 2:15 pm  | <b>Panel 4: <i>Statewide Planning, Coordination, and Implementation Projects</i></b>  |
| 3:15 pm  | <b>Break</b>  |
| 3:30 pm  | <b>Panel 5: <i>Harold Rogers PDMP Implementation and Enhancement Projects &amp; Data-driven Responses to Prescription Drug Misuse</i></b> |
| 4:30 pm  | <b>Q&amp;A Session</b>  |
| 4:50 pm  | <b>Wrap-Up &amp; Closing Remarks</b>  |

5:00 pm            **End of Conference**

**II.    Ground Transportation to the Marriott Wardman Park Hotel**

- Metro: The Washington Metrorail provides transit service throughout the Washington, D.C. area from 5:00 am to 12:00 am on the weekdays and from 7:00 am to 12:00 am on the weekends. The closest metro station to the Marriott Wardman Park Hotel is the Woodley Park-Zoo/Adams Morgan Metro Station (Red Line). Please refer to the attached Washington Metrorail map or visit the <https://www.wmata.com/> for more information.

**III.   Expenses**

Selected scholarship recipients will have the following expenses paid:

- Travel to and from your home location to Washington, DC. Airfare travel will be reimbursed at coach fare. Travelers may also choose to arrive by train (coach class), rental car or have their mileage reimbursed at the federal mileage rate.
- Meals for the selected travelers will be reimbursed at the federal per diem rate for Washington DC.
- Hotel for up to two nights (February 27th and 28th if travel back home on February 28th is not possible).
- Travel by taxi or metro between the airport and the conference hotel.
- Parking at the home airport.

Please submit the attached expense reimbursement form with original receipts to Braeden Kelly at [bkelly@addictionpolicy.org](mailto:bkelly@addictionpolicy.org).

**IV.   Conference Contacts**

- Braeden Kelly  
(301) 801-3487 [cell]  
[bkelly@addictionpolicy.org](mailto:bkelly@addictionpolicy.org)
- Julianne Pulvirenti  
(202) 251-2179 [cell]  
[jpulvirenti@addictionpolicy.org](mailto:jpulvirenti@addictionpolicy.org)

# ADDICTION POLICY FORUM EXPENSE REPORT\*\*

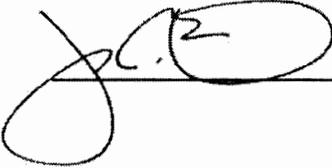
**Payee Name:** James Vara

**Mailing Address:** 58 Balsam Acres  
New London, NH 03257

**Date Submitted:** March 1, 2017

**Phone Number:** 603-856-3854

**Business Purpose:** CARA Conference

**SIGNATURE:** 

| Date         | Description                                   | Hotel  | Meals   | Transportation    | Other  | Total    |
|--------------|---|--------|---------|-------------------|--------|----------|
| 2/6/2017     | Plane Travel to CARA Conference               |        |         | Plane Fare        |        | \$238.89 |
| 2/28/2017    | Parking at Manchester Boston Regional Airport |        |         | Parking           |        | \$17.00  |
| 2/28/2017    | Cab fair                                      |        |         | Cab to airport    |        | \$18.39  |
| 2/28/2017    | Union Station Metro to airport                |        |         | Transportation    |        | \$4.75   |
| 2/28/2017    | Mileage from home to the airport              |        |         | Mileage and tolls | \$1.50 | \$57.78  |
| 2/28/2017    | Breakfast-per diem rate                       |        | \$16.00 |                   |        | \$16.00  |
| 2/28/2017    | Dinner-per diem rate                          |        | \$31.00 |                   |        | \$31.00  |
|              |   |        |         |                   |        | \$0.00   |
|              |   |        |         |                   |        | \$0.00   |
|              |   |        |         |                   |        | \$0.00   |
|              |   |        |         |                   |        | \$0.00   |
|              |   |        |         |                   |        | \$0.00   |
|              |   |        |         |                   |        | \$0.00   |
|              |   |        |         |                   |        | \$0.00   |
|              |   |        |         |                   |        | \$0.00   |
| <b>TOTAL</b> |   | \$0.00 | \$47.00 | \$0.00            | \$1.50 | \$383.81 |

| COST CENTER                | TOTAL         |
|----------------------------|---------------|
|                            |               |
|                            |               |
|                            |               |
|                            |               |
|                            |               |
|                            |               |
| <b>Total Reimbursement</b> | <b>\$0.00</b> |

**APPROVED BY:** \_\_\_\_\_

**Return check to:** \_\_\_\_\_

**\*\*ORIGINAL RECEIPTS REQUIRED\*\***

02/28/17 18:50:02

Union Station So.  
Washington DC  
FOR CUSTOMER SERVICE  
CALL 202-962-5719

700 B1k. 1st St. NE  
MEZZANINE 24  
MACHINE 31

AN: \*\*\*\*\*4128

VENDOR: 024-31-30056  
REF NO: 300567173793  
AUTH NO: 148928

CREDIT PURCHASE

QUANTITY SELECTED: 1

COST IS \$4.75 PER

CARD

S/N:  
0167 0858 0489 6046 4643

TOTAL AMOUNT: \$4.75

Manchester Boston Regional Airport  
One Airport Road, Suite 105  
Manchester, NH 03103

|                      |                  |
|----------------------|------------------|
| Fee Computer Number: | 2                |
| Cashier:             | Steve Id #118    |
| Transaction Number:  | 18937            |
| Entered:             | 02/28/2017 04:59 |
| Exited:              | 02/28/2017 23:48 |
| Ticket #60613        | Dispenser #3     |
| Lot:                 | Garage           |
| Area:                | Gar B            |
| Rate:                | Var 2 Garage     |
| Parking Fee:         | \$ 17.00         |
| Total Fee:           | \$ 17.00         |
| Visa                 | A \$ 17.00       |
| Credit Card Number:  | *****4128        |
| Total Paid:          | \$ 17.00         |

Thank you for choosing  
Manchester Boston Regional Airport  
Have a great day!

THANK YOU  
FOR RIDING METRORAIL

THE FUTURE IS  
RIDING ON METRO

--ORIGINAL--  
Calvin L Adjei  
Cab # 1833  
CUSTOMER COPY  
02/28/17 TR 986  
START END MILES  
15:56 16:16 2.9  
Regular Fare  
Fare: \$ 13.24  
Extra: \$ 1.25  
Toll: \$ 0.00  
Sprch: \$ 0.25  
Tip: \$ 3.65  
TOTAL: \$ 18.39

Card: 4128  
AUTH: 147017

DEFU COMPLAINTS  
LINE AND  
WEBSITE ADDRESS  
855-484-4966  
TTY 711 http://  
dftv.dc.gov/



TRAVEL



Monday, 6FEB 2017 04:32 PM EST

Passengers: JAMES C VARA

JAMES VARA  
58 BALSAM ACRES  
NEW LONDON NH 03257

Booking locator: PBLCTS

Check [www.viewtrip.com](http://www.viewtrip.com) to view your most current itinerary. Please enter booking locator on website. Contact your travel office for expense reimbursement receipt needs.

Please review itinerary within 24 hours of receipt. If there are any discrepancies, contact your Travel Office.  
Please see [www.tsa.gov](http://www.tsa.gov) for the latest in travel security information.

For 24 Hour Advance Check-In: <http://www.altourflightinfo.com/>  
ELECTRONIC TICKET HAS BEEN ISSUED. THANK YOU DANA

**AIR** Tuesday, 28FEB 2017 

**American Airlines**  
Operated By: REPUBLIC AIRLINES AS AMERICAN EAGL  
**Flight Number:** 4629 **Class:** S-Coach/Economy  
**From:** (MHT) Manchester NH, USA **Depart:** 05:56 AM  
**To:** (DCA) Washington Reagan Natl DC, USA **Arrive:** 07:59 AM  
**Stops:** Nonstop **Duration:** 2 hour(s) 3 minute(s)  
**Seats:** 19C **Status:** CONFIRMED **Miles:** 412 / 659 KM  
**Equipment:** EMBRAER EMB 175  
ARRIVES DCA TERMINAL C  
American Airlines Confirmation number is AGSGWN

**AIR** Tuesday, 28FEB 2017 

**American Airlines**  
Operated By: REPUBLIC AIRLINES AS AMERICAN EAGL  
**Flight Number:** 4680 **Class:** S-Coach/Economy  
**From:** (DCA) Washington Reagan Natl DC, USA **Depart:** 10:15 PM  
**To:** (MHT) Manchester NH, USA **Arrive:** 11:42 PM  
**Stops:** Nonstop **Duration:** 1 hour(s) 27 minute(s)  
**Seats:** 15C **Status:** CONFIRMED **Miles:** 412 / 659 KM  
**Equipment:** EMBRAER EMB 175  
DEPARTS DCA TERMINAL C  
American Airlines Confirmation number is AGSGWN

Total Amount Due This Invoice: \$0.00

**Ticket/Invoice Information:**

Ticket for: JAMES C VARA  
Date issued: 02/06/2017 Invoice nbr: 99835885  
Ticket Nbr: 0017915737861 Electronic: Yes Amount: 210.40 USD

Base: 169.30 USD US Tax: 12.70 USD AY Tax: 11.20 USD ZP Tax: 8.20 USD  
Charged to: VI\*\*\*\*\*03038

Service Fee: JAMESC VARA  
Date issued: 02/06/2017  
Document Nbr: 8900691179407

Amount: 28.49 USD

Total Tickets: 210.40  
Total Fees: 28.49  
Total Amount: 238.89

FOR RESERVATIONS MON-FRI 8A-6P CALL 866-675-5655  
FOR AFTER HOURS EMERGENCY SERVICE 888-876-4213  
THERE IS A CHARGE FOR EACH AFTERHOURS CALL OR TRANSACTION  
YOUR EMERGENCY ASSISTANCE CODE IS A-O23  
THIS TICKET IS NON-REFUNDABLE

**\*\* Please carefully review your itinerary for accuracy \*\***

**Due to airline mandates, Milne Travel American Express will not be held responsible for damages arising from itinerary discrepancies after business hours the day following final booking confirmation.**

This ticket may be non-refundable and non-transferable.

Many airlines impose usage restrictions, fees and/or 100% non-refundable penalties if the passenger does not fly and cancel their flight prior to departure.

Changes or cancellations must be made prior to departure. All changes are subject to applicable airline penalties and may result in increased fares.

If you have any questions please contact your travel specialist.

For Baggage information: <http://www.altourflightinfo.com/>

Please see [hosted.altour.com/terms.htm](http://hosted.altour.com/terms.htm) for Important Terms and Conditions for your upcoming trip.

Please arrive at the airport 90 minutes before departure for domestic flights and 2 hours for international flights.

**Airlines require a government issued photo I.D.**

Federal law forbids the carriage of certain hazardous materials, such as aerosols, fireworks, and flammable liquids, aboard the aircraft.

For further clarification on these restrictions, contact your airline or go to [http://www.faa.gov/about/initiatives/hazmat\\_safety/](http://www.faa.gov/about/initiatives/hazmat_safety/)