

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: 02/28/19**TO THE HONORABLE GOVERNOR & COUNCIL:**

The Department of NH Fish and Game Dept. Law Enforcement requests permission for 1 employees or their designees to travel to Sheperdstown, WV for 8 days of out-of-state travel status from April 26, 2019 to May 11, 2019.

Conference/Workshop/Seminar Title2019 NACLEC Conservation Law Enforcement 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 2019 NACLEC Leadership Academy class in West Virginia. LT. Murphy attended the 2018 Leadership Academy as a student and she was asked to return for the 2019 Leadership Class as a coach/mentor for the new candidates.

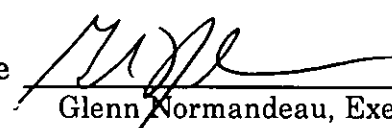
Attendees and their Titles

<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	\$	Appropriation of Out-of-State Travel	\$ 5000.00
0711	Per Diem in Lieu	\$	Amount Expended to date	\$ 1995.00
0712	Meals	\$ N/A	Available Balance	\$ 3005.00
0713	Hotel	\$ N/A	Amount requested this authorization	\$ 170.00
0714	Mileage	\$	Estimated Balance Available	\$ 2835.00
0715	Operation State Car	\$ 150.00		
0717	Miscellaneous	\$ 20.00	Appropriation Code	20 75 - 7887 080
0719	Registration Fees	\$	Source of Funds	
	Total	\$ 170.00		

Authorized Signature


2/28/2019
 Glenn Normandeau, Executive Director

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

AIR TRAVEL
(Manchester to Washington DC and return)
Airfare 1. \$264.61

STATE VEHICLE TRAVEL
Andover to Shepherdstown, WV
571 (1,142 miles round trip)

\$70.00 Estimated Gas

CAR RENTAL
From Washington DC to Shepherdstown

TOLLS (Estimate) \$10.00

\$488.50 for two weeks

**TRAVEL TIME FLY (INCLUDES
ROUNDTrip AIRPORT TIME,
NON STOP FLIGHT)**
1. 6 Hrs. x \$35.66 = \$213.96

TOTAL DRIVE TIME
9.5 hours 1 way
1. 19 Hrs. x \$35.66 = \$677.54

TRAVEL TIME Rental Car
1. 3 Hrs. x \$35.66 = \$106.98

TOTAL TIME COST = \$320.94

TOTAL TIME COST = \$677.54

**TOTAL AIR & SHUTTLE
TRAVEL COST = \$753.11**

**TOTAL VEHICLE
OPERATION COST = \$80.00**

TOTAL: \$1,074.05

TOTAL: \$757.54

Total Savings to State: \$316.51

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 Shepherdstown, West Virginia.

YOUR TRIP TO:

Shepherdstown

**9 HR 38 MIN | 570 MI** **Est. fuel cost: \$38.50**Print a full health report of your car with HUM
vehicle diagnostics (800) 908-25011. Start out going **west** on Main St/US-4 W/NH-11 toward N Short St. Continue to follow NH-11.

Then 9.36 miles

9.36 total miles

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

Then 0.98 miles

10.34 total miles



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

Then 30.30 miles

40.65 total miles



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

Then 144.19 miles

184.84 total miles



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

Then 65.66 miles

250.50 total miles



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

Then 11.04 miles

261.54 total miles



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

Then 0.58 miles

262.12 total miles

8. Keep **right** to take the Saw Mill Pkwy ramp.

Then 0.38 miles

262.50 total miles



9. Merge onto Saw Mill River Pkwy.

Then 17.58 miles

280.08 total miles



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

Then 0.12 miles

280.19 total miles



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

Then 19.13 miles

299.33 total miles



12. Merge onto I-287 S via EXIT 15 toward New Jersey (Crossing into New Jersey).

Then 46.87 miles

346.20 total miles



13. Merge onto I-78 W via EXIT 21B toward Easton PA (Portions toll) (Crossing into Pennsylvania).









Then 54.24 miles

400.43 total miles

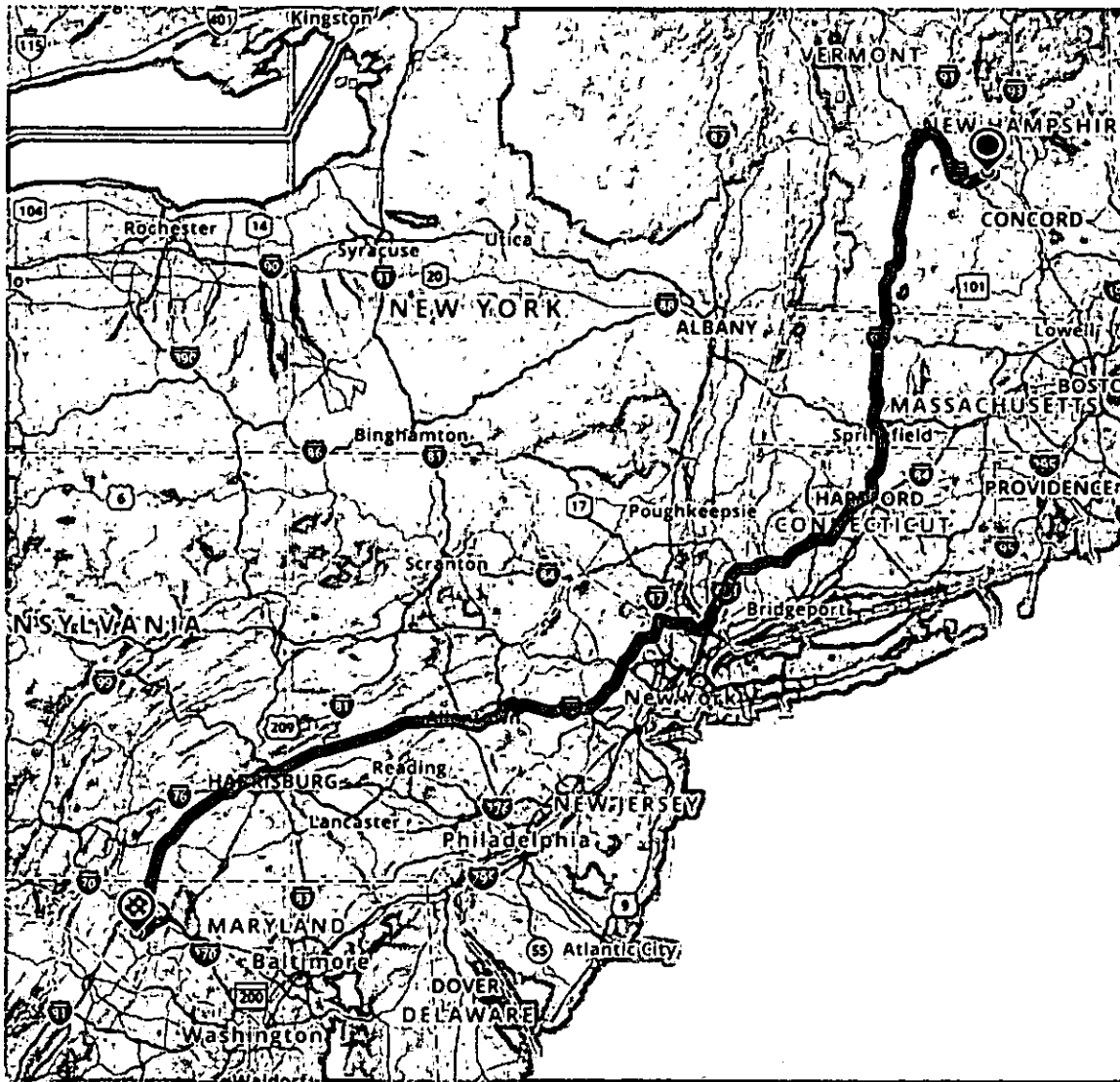
14. Keep **left** to take I-78 W toward Harrisburg.

Then 54.05 miles

454.48 total miles

-  15. I-78 W becomes I-81 S (Crossing into Maryland).
Then 96.43 miles 550.91 total miles
-  16. Take the I-70 E/I-81 S/I-81 N exit, EXIT 4, toward Frederick.
Then 0.46 miles 551.37 total miles
-  17. Merge onto I-70 E via EXIT 4A toward Frederick.
Then 3.37 miles 554.74 total miles
-  18. Merge onto MD-65 S via EXIT 29A toward Sharpsburg.
Then 10.70 miles 565.44 total miles
-  19. Turn right onto E Main St/MD-34. Continue to follow MD-34 (Crossing into West Virginia).
If you are on S Church St and reach Summerfield Dr you've gone a little too far.
Then 3.54 miles 568.98 total miles
-  20. MD-34 becomes WV-480.
Then 0.46 miles 569.44 total miles
-  21. Turn left onto Washington Heritage Trail/W German St/WV-230.
Washington Heritage Trail is just past Old Queen Aly.
If you are on S Duke St and reach W Back Aly you've gone a little too far.
Then 0.27 miles 569.71 total miles
-  22. Shepherdstown, Jefferson County, WV, US, Welcome to SHEPHERDSTOWN, WV.
Your destination is just past N King St.
If you are on E German St and reach N Mill St you've gone a little too far.

Use of directions and maps is subject to our [Terms of Use](#). We don't guarantee accuracy, route conditions or usability. You assume all risk of use.



Car trouble mid-trip? MapQuest
Roadside Assistance is here:
(1-888-461-3625)

Murphy, Heidi

From: Pinnacle Travel <info@pintrav.com>
Sent: Wednesday, January 30, 2019 6:17 PM
To: Murphy, Heidi
Subject: Re: Requesting a quote

Hello Heidi,

It seems that Washington-Dulles-IAD is the closest airport to Shepherdstown, WV. UNITED AIRLINES, (UA) has non-stop service From Manchester-MHT to Washington, Dulles-IAD.

Following is the UNITED AIRLINES, (UA) option.

UA 6050 26APR FRI MANCHESTER-MHT to WASHINGTON, DULLES-IAD 545A 728A
UA 6241 11MAY SAT WASHINGTON, DULLES-IAD to MANCHESTER-MHT 1230P 159P

Non-Refundable Economy \$ 264.61

As an alternative, you could fly from Manchester-MHT to Wshington, Reagan National-DCA on AMERICAN AIRLINE, (AA)

AA 4405 26APR FRI MANCHESTER-MHT to WASHINGTON, REAGAN NATIONAL-DCA 609A 756A
AA 5061 11MAY SAT WASHINGTON, REAGAN NATIONAL-DCA to MANCHESTER-MHT 245P 428P

Non-Refundable Economy \$ 316.60

Airfares are never Guaranteed until Paid in Full and tickets are issued.

With Enterprise you could book an intermediately sized vehicle, Like a Toyota Corolla or similar, for **\$488.50**.

Makes and Models are Never Guaranteed

We need to have the main Point of Contact for Travel in your Department.

Very Best Regards,

Gary

Pinnacle Travel Services IATAN 05738530
390 N Pacific Coast Highway, Suite 3100
El Segundo, CA 90245
310.414.1787 direct
888.896.3636 tollfree
www.ptsla.com

On Wed, Jan 30, 2019 at 1:26 PM Murphy, Heidi <Heidi.Murphy@wildlife.nh.gov> wrote:

Dear Pinnacle Travel,

I am looking for a quote for travel service from NH to a final destination of Shepherdstown, West Virginia leaving on Friday, April 26, 2019 and returning on May 11, 2019. I could travel either from Manchester Airport in NH or Logan Airport in Boston, MA. The airports listed nearby Shepherdstown is either BWI, Reagan National or Dulles International. I would also need a rental car to span that time frame from the airport to Shepherdstown. I am told it is approximately a 2-hour drive from each of those airports. The NH Travel Contract is 8002469. Thank you and let me know if you need any more information.

Lt. Heidi Murphy

NH Fish and Game Dept.

11 Hazen Drive

Concord, NH 03301

603-271-3127

Heidi.murphy@wildlife.nh.gov

Did You Know? N.H. Fish and Game manages over 60,000 acres of land for outdoor recreation.

National Association of Conservation Law Enforcement Chiefs

We Collaborate to Protect People and Natural Resources

Our Vision:

Serving leaders today and inspiring leaders of tomorrow to meet national conservation challenges.

Our Mission:

Protecting the public, wildlife, fisheries, and other natural resources through education, community involvement, and law enforcement.

Our Guiding Principles:

To achieve our mission, NACLEC will:

- Foster collaboration and cooperation among natural resource organizations
- Support a professional and diverse workforce
- Develop future leaders
- Create diverse partnerships
- Increase public support through outreach and education
- Promote the integral role conservation law enforcement plays in enhancing quality of life

The National Association of Conservation Law Enforcement Chiefs works collaboratively with state, federal and international conservation law enforcement agencies, and diverse alliances and partnerships to protect people, sustainably conserve our wildlife and other natural resources, and promote safe, diverse, and enjoyable outdoor experiences.



Our membership is comprised of sworn law enforcement officers of any state or federal agency having primary responsibility for administering and/or enforcing conservation laws and who holds the executive position of Chief or Colonel of Law Enforcement or the equivalent, and any official who acts for the chief in his or her absence. If you are interested in becoming a member, please [contact us](#)

The NACLEC Leadership Academy mission is to build a stream of leadership in the conservation law enforcement community with the capacity to solve complex and continually evolving challenges in our efforts to protect our fish, wildlife and natural resources, now and in the future.

We are working to create a stream of leadership that understands the world as it's going to be tomorrow. The mission of the National Conservation Law Enforcement Leadership Academy (NCLELA) is to prepare new conservation law enforcement executives to effectively carry out their job responsibilities adaptively in a rapidly changing world. The focus of NCLELA is to provide the practical skills and knowledge needed by those in executive-level conservation law enforcement leadership roles in local, state or federal agencies.

Who is eligible to attend?

To participate in this leadership training program, attendees MUST:

- Be employed in one of the highest three tiers of senior leadership in the applying law enforcement agency
- Be employed by a local, state, federal, tribal or international conservation law enforcement agency
- Have the endorsement of the agency's Chief Executive

What are some examples of topics covered in the academy?

NCLELA fellows will be engaged in such topics as adaptive leadership, leading change, individual and organizational performance, shaping organizational culture, strategic planning, emotional intelligence, critical incident management, liability and risk management, and more. The NCLELA is intended to be a student-centered with a high degree of student involvement.

How much time and work is involved?

In the few weeks immediately prior to the academy start, participants are asked to participate in a few online activities and a group discussion forum. Most participants spend about 2 to 3 hours on these activities and find them a good orientation to the types of leadership topics that are featured in the academy.

During the academy, the days are full and participants can expect another 1 to 2 hours outside of classes for group discussions and project work.

How much does it cost?

The tuition is \$3,500 per attendee, which includes lodging, meals, two shirts and instructional fees. It does not include travel to and from the Academy campus.

What are the 2019 session dates and deadlines?

Applications are due by December 14, 2018. A selection committee will convene in January 2019 and successful candidates will be notified by February 12, 2019, after which agencies will be invoiced for tuition costs.

The first session runs from April 28 to May 11, 2019 with the second from September 15 to 21, 2019 (inclusive of travel days).

Where is the Academy held?

All classes will be held at the National Conservation Training Center in Shepherdstown, West Virginia.