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State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
33 HAZEN DR. CONCORD, NH 03305
603/271-2791

JOHN J. BARTHELMES
COMMISSIONER

April 11, 2018

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

Requested Action

Pursuant to MOP 1102 (L), the Department of Safety, Division of Motor Vehicles, requests authorization for two employees to travel over 300 miles one way in a DMV issued state vehicle at no cost for the purpose of attending the American Association of Motor Vehicle Administrators (AAMVA) Region 1 Conference in Wilmington, Delaware from May 14, 2018 through May 18, 2018. Effective upon Governor and Council approval.

Explanation

This request is for approval to travel outside a 300 mile radius for the Chief Driver Licensing Examiner and one Supervisor II from the Division of Motor Vehicles, Bureau of Operations, using a DMV issued state vehicle for the purpose of attending the AAMVA Region 1 Conference held in Wilmington, Delaware from May 14, 2018 through May 18, 2018. The round trip mileage from Concord, New Hampshire to Wilmington, Delaware is 770 miles. The total cost for airfare and the use of a rental car for the 5 day timeframe is \$1,140.40 (see Attachment A for comparisons). All expenses incurred by the attendees will be directly reimbursed by AAMVA. The savings incurred by driving will allow the DMV to send two employees instead of one. The employees will not be paid overtime during the timeframe of this travel.

The purpose of this travel is to attend the AAMVA Region 1 Conference. This conference provides training and informational sessions that will further enhance the capabilities of these two employees. Breakout session subjects include Real ID, Emerging Industry Issues & Trends, Cyber Security and Data Use Contracts, as well as a jurisdiction roundtable.

All maintenance on the issued state vehicle is up to day. The Department of Safety has a policy in place for breakdowns and maintenance of vehicles. If a mechanical issue should occur, notification will be made to the attendees' supervisor and maintenance will be handled through a local contractor in the area.

Respectfully submitted,

John J. Barthelmes
John J. Barthelmes
Commissioner of Safety

REQUEST FOR AUTHORIZATION FOR OUT OF-STATE TRAVEL

Date: April 11, 2018

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety

For 2 employees or their designees to travel to Wilmington, Delaware

For 4 days of out-of-state travel status from May 14, 2018 to May 18, 2018

Conference/Workshop/Seminar Title

AAMVA Region I Conference

Reason for Trip

To attend the AAMVA Region I Conference. AAMVA will reimburse all travel costs and registration fees to each attendee.

Advance Requested: _____ Payable To: _____

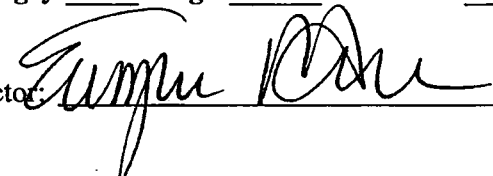

Attendees and their Titles

1. Jeffrey Miller, Chief Licensing Examiner	4.
2. Megan Smith, Supervisor II, Operations	5.
3.	6.

Fiscal Information – Summary

Obit	Description	Amount		Amount
0710	Common Carries	\$ 0.00	Appropriation of Out-of-State Travel	\$
0711	Per Diem In Lieu	\$ 0.00	Amount Expended to Date	\$
0712	Meals	\$ 0.00	Available Balance	\$
0713	Hotel	\$ 0.00	Amount requested this authorization	\$
0714	Mileage	\$ 0.00	Estimated Balance Available	\$
0715	Operation State Car	\$ 0.00		\$
0717	Miscellaneous	\$ 0.00		
0719	Registration Fees	\$ 0.00		
		\$		

Fund _____ Agcy _____ Orgn _____ Rev/Src _____ Source of Funds 100% AAMVA funds

Division Director:  Commissioner of Safety: 

- If the Division is paying for the flight, review and utilize the state contract for travel.
- Is any of the travel that is being requested being paid or reimbursed by another organization in which the source of funds is other than the state, a county or the United States of America?

Yes No

If yes, please fill out and include Appendix A as part of your request

- If your travel requiring you to park at the Manchester-Boston Regional Airport?

Yes No

If yes, please fill out and include Appendix B as part of your request

- Are you requesting the use of a rental car for your travel:

Yes No

If yes, please explain in detail the reason for your request. All car rentals must be approved by the Commissioner of Safety.

- Are you requesting to take a state vehicle over 300 miles?

Yes No

If yes, Governor and Council approval is require

- Are you requesting a cash advance to pay for travel expenses?

Yes No

If yes, Governor and Council approval is require

Please note, upon request for reimbursement for travel expenses you must provide original receipts and a copy of your flights itinerary. Reimbursements will potential be denied or delayed without them.

APPENDIX A

STATE OF NEW HAMPSHIRE

Honorarium or Expense Reimbursement Report (RSA 15-B)



Type or Print all Information Clearly:

Name of source: Jeffrey Miller Work Phone No. 603-227-4205
First Middle Last

Work Address: 23 Hazen Drive, Concord NH 03305

Office/Appointment/Employment held: Chief Licensing Examiner, Bureau of Driver Licensing

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. When the source is a corporation or other entity, the name and work address of the person representing the corporation or entity in making the honorarium or expense reimbursement must be provided in addition to the name of the corporation or entity.

Source of Honorarium or Expense Reimbursement:

Name of source: _____
First Middle Last

Post Office Address: _____

Occupation: _____

Principal Place of Business: _____

If source is a Corporation or other Entity:

Name of Corporation or Entity: American Association of Motor Vehicle Administrators (AAMVA)

Name of Corporate/Entity Representative: Patrice L. Aasmo, Director of Member Services, Regions I & II

Work Address of Representative: 4401 Wilson Blvd, Ste 700 Arlington VA

Food and/or beverages consumed pursuant to RSA 15-B:6, II with value over \$25.00

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: \$2,500 Date Received: _____

A copy of the agenda or an equivalent document must be attached to this filing.

Exact: _____ Estimate \$2,500

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

AAMVA offers a travel reimbursement for jurisdictions to attend the Region I Conference.

"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]
Signature of Filer

4/12/18
Date Filed

Attachment A

AIR TRAVEL BREAKDOWN

TRAVEL BY AIR – TIME REQUIRED:

Round Trip (R/T) to Manchester Airport in Vehicle from Residence	
Loudon [Approximately 30 minutes one way]	1.0 Hours
Manchester [Approximately 15 minutes one way]	0.5 Hours
Arrival Time at Manchester Airport Prior to Departure	1.5 Hours
Air Travel from Manchester Airport to Philadelphia Intl Airport	1.5 Hours
Arrival Time at Philadelphia Intl Airport Prior to Departure	1.5 Hours
Air Travel from Philadelphia Intl Airport to Manchester NH	<u>1.5 Hours</u>
	7.5 Hours Round Trip

TRAVEL BY AIR – TRIP COST INCLUDING AIR TRAVEL

Airfare (\$424.40 R/T per person)	\$848.80
Rental Car for 5 days	<u>\$291.60</u>
Total Cost to travel by air:	\$1,140.40

TRAVEL BY VEHICLE COST BREAKDOWN

TRAVEL BY VEHICLE – TIME REQUIRED:

Concord, New Hampshire to Wilmington, Delaware [7 Hours One Way = 14 Hours Round Trip]	14 Hours – Round Trip
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TRAVEL BY VEHICLE – TRIP COST:

State Mileage Reimbursement Rate – Concord, NH to Wilmington, DE [\$0.54 per mile x 770 miles]	\$415.80
Tolls – Approximate	<u>\$40.00</u>
Total cost to travel by car:	\$455.80

COST COMPARISON USING MOTOR VEHICLE TRAVEL

AIR TRAVEL FOR TWO:	\$1,140.40
VEHICLE TRAVEL FOR TWO:	\$455.80
SAVINGS IF DRIVEN:	\$684.60



**REGION 1
CONFERENCE**
WILMINGTON, DE
MAY 14-17

CONFERENCE AT A GLANCE

Monday, May 14	
1:00 pm - 5:00 pm	Registration
1:00 pm - 5:00 pm	General Service Contractor Move-in
6:00 pm - 9:00 pm	Administrators Dinner: TBD (Invitation Only)
Tuesday, May 15	
7:00 am - 11:00 am	Exhibitor Move-in
9:00 am - 12:00 pm	Board of Directors Meeting
11:00 am - 12:00 pm	Program Session Leads Meeting
11:00 am - 12:30 pm	Newcomer Orientation This informative session will cover all the programs, services, and products that AAMVA offers to members—including best practices and solutions, conferences and events, educational opportunities, information access, legislative support, technology systems, and much more. New attendees are especially encouraged to attend this session to become oriented to the association.
12:00 pm - 1:00 pm	Board of Directors and Session Leads Lunch
12:30 pm - 1:30 pm	Arrival Lunch Join the exhibitors for lunch before our Opening Ceremonies & Membership Meeting.
11:00 am - 5:00 pm	Registration
1:30 pm - 3:30 pm	GENERAL SESSION: Opening Ceremonies & Membership Meeting Join Region 1 President Scott Vien and his guests in opening the 2018 Region 1 Conference.
3:30 pm - 4:00 pm	Refreshment Break
4:00 pm - 5:00 pm	GENERAL SESSION: Succession Planning Learn how to build a succession plan to ensure leadership and operational continuity.
6:00 pm	Night of Networking: Take Me Out to the Ballgame Enjoy networking with your colleagues for dinner while enjoying the Wilmington Blue Rocks (Class A Kansas City Royals affiliate) play the Myrtle Beach Pelicans (Class A Chicago Cubs affiliate) in what is sure to be an exciting 9 innings.

Wednesday, May 16

7:00 am – 8:30 am	Administrators Breakfast (Invitation Only)
7:00 am – 8:30 am	Attendee Breakfast Enjoy breakfast while visiting with the exhibitors.
8:30 am – 9:50 am	GENERAL SESSION: Jurisdiction Roundtable This year we are implementing a fresh approach to our jurisdiction roundtable. Rather than our traditional “report-out” style, the new format will focus on topics of interest for open discussion. We will be prepared to focus on policy topics not otherwise covered in the agenda, such as gender X, driver privilege cards, cognitive impairment screening, e-titling/e-odometer, human trafficking, etc.
9:50 am – 10:00 am	Transition to Exhibit Hall for QC or LE Roundtable
10:00 am – 12:00 pm	CONCURRENT SESSION: QuickConnect
	CONCURRENT SESSION: Law Enforcement Roundtable
	An open discussion on issues impacting law enforcement and an opportunity to collaborate with your peers.
12:00 pm – 1:00 pm	Lunch with Exhibitors
1:00 pm – 2:00 pm	CONCURRENT SESSION: Toll Enforcement Reciprocity Learn about jurisdiction reciprocity programs already in place, hear about what is being done in terms of future planning, and why DMV’s should join the conversation now. Receive progress updates from jurisdictions getting ready to implement, challenges they have encountered, and successful implementation strategies.
	CONCURRENT SESSION: CDL/FMCSA This session will be an open discussion on CDL issues of importance to the jurisdictions. Topics will include FMCSA updates on current and upcoming CDL rulemakings, and discussions on issues such as National Registry of Certified Medical Examiners II, Skills Testing Delay Survey, Entry-Level Driver Training and others.
2:00 pm – 2:10 pm	Transition Break
2:10 pm – 3:10 pm	CONCURRENT SESSION: Drug Impaired Driving Learn about the impact on highway safety and roadside testing from legalizing recreational marijuana, use of prescription drugs, and the opioid epidemic.
	CONCURRENT SESSION: Cyber Security and Data Use Contracts Hear about what jurisdictions are doing to assist customers whose data has been compromised. Acquire strategies for DMV data protection including PI, credit cards, other jurisdiction agency data use/protection. Learn about contract best practices and data “salting” practices.
3:10 pm – 3:40 pm	Refreshment Break in Exhibit Hall
3:40 pm – 4:40 pm	CONCURRENT SESSION: REAL ID Receive updates from DHS and REAL ID regulations. Hear what jurisdictions are doing to educate consumers, and the challenges associated with implementing REAL ID.
	CONCURRENT SESSION: Motor Carrier Discuss motor carrier topics such as DMV administration and regulation of the Motor Carrier industry. Hear what the strategies are for covering motor carrier topics not otherwise covered by CDL, IRP, IFTA, CVSA, etc.
5:00 pm – 6:00 pm	President’s Reception Visit with the exhibitors one last time before the exhibit hall closes

Thursday, May 17

7:00 am – 8:30 am	Traditional Past Presidents' Breakfast
8:30 am – 9:30 am	CONCURRENT SESSION: mDL: Looking Forward...Are you ready? Obtain updates on mDL pilots within the Region and hear about the challenges and opportunities associated with those pilots. Hear more about the future of mDLs, including challenges and opportunities associated with implementation, reciprocity, etc.
	CONCURRENT SESSION: Transportation Funding Alternatives Learn what jurisdictions are doing to overcome transportation funding challenges, including the 1-95 Corridor Coalition Mileage Based User Fees pilot (Delaware and Pennsylvania), registration fees on electric vehicles, etc.
9:30 am – 9:40 am	Transition Break
9:40 am – 10:40 am	CONCURRENT SESSION: Tools and Techniques to Fight Fraud Join us to learn more about fighting fraud from experts in the field. Break-out sessions will include discussions on current fraud trends, FDR implementation tactics, and using NMVTIS as a tool to deter and detect fraud.
	CONCURRENT SESSION: Customer Service Learn more about ways to improve customer service. Discussion groups will address wait time reduction solutions, alternative service options, office flow/design, and the use of data analytics and performance metrics to find efficiencies.
10:40 am – 11:00 am	Refreshment Break
11:00 am – 12:00 pm	CONCURRENT SESSION: Verification Systems Receive updates on verification systems such as S2S, USPVS, VLS, SAVE and RIDE.
	CONCURRENT SESSION: Sovereign Citizens; Impact on DMV's Hear from experts in the field on how to prepare your staff to identify and interact with sovereign citizens, and the vulnerabilities within DMV processes that are used by some sovereign citizens to exploit the DMV.
12:00 pm – 1:30 pm	Awards Luncheon
1:30 pm – 2:50 pm	GENERAL SESSION: Emerging Industry Issues & Trends Hear from industry what they are anticipating in future years, what trends they are seeing that may impact DMVs, their strategies to stay ahead of the needs and their ideas for servicing the DMVs of the future.
2:50 pm – 3:00 pm	Transition Break
3:00 pm – 4:30 pm	GENERAL SESSION: Automated and Connected Vehicles Hear about the newly published AAMVA Guidance Document for regulating the testing and deployment of Highly Automated Vehicles, as well as updates from Region 1 jurisdictions related to automated vehicles.
6:00 pm – 9:30 pm	Delaware State Reception and Banquet Join Scott Vien and the Delaware staff for the closing reception and banquet.