

Frank Edelblut
Commissioner



Paul Leather
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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June 14, 2017

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

REQUESTED ACTION

The Department is requesting this item to be placed on the Consent Calendar.

Pursuant to MOP 1103-(G) Travel Reimbursement Policy, authorize the Department of Education to advance \$844.09 in cash to Jennifer Kiley, Education Consultant, to cover anticipated expenses while traveling to St. Louis, Missouri to attend the National Career Pathways Network (NCPN) 2017 Conference. This conference will be held at the Hyatt Regency Hotel in St. Louis, Missouri from October 24, 2017 through October 27, 2017. 100% Federal Funds.

Funds to support this request are anticipated to be available in the accounts titled CTE Voc Ed-Federal as follows, contingent upon legislative approval of the next biennial budget.

06-56-56-565010-60320000-080-500717 Out-of-State Travel	<u>FY 2018</u> \$844.09
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EXPLANATION

NCPN will be holding their annual conference from October 24, 2017 to October 27, 2017 in St. Louis, Missouri. Conference strands will be based on the Ten Components of a Program of Study and Career Pathways Toolkit: An Enhanced Guide and Workbook for System Development. Preconference workshops (Wednesday, October 25) will address topics such as Career Pathways Leadership Certification, Employer-Education Partnerships, and Counseling.

The individual traveling, Jennifer Kiley, Education Consultant in the Bureau of Career Development, will participate throughout the event to gain a more thorough understanding of Career Pathways implementation at the state and local levels. The conference's 1000+ attendees will consist of a broad cross-section of stakeholders comprising secondary and postsecondary educators, workforce development professionals, and employers. Participation of this individual is necessary to the Federal Award.

No state-issued credit card is available to support the anticipated expenses for this travel, and direct payment by the individual traveling will cause undue financial hardship.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Frank Edelblut".

Frank Edelblut
Commissioner of Education

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: 6/14/17

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Education requests permission for 1 employees or their designees to travel to St. Louis, Missouri for 4 days of out-of-state travel status from October 24, 2017 to October 27, 2017.

Conference/Workshop/Seminar Title

National Career Pathways Network (NCPN) 2017 Conference

Purpose of Travel

To attend the (NCPN) 2017 Annual Conference on 10/24/17 through 10/27/17 in St. Louis, Missouri. The focus of this conference is on Career Pathways implementation at the state and local levels.

Attendees and their Titles

- | | |
|--|----|
| 1. <u>Jennifer Kiley, Education Consultant</u> | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

Fiscal Information - Summary

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ <u>100.00</u>	Appropriation of Out-of-State Travel	\$ <u>15,000.00</u>
0711	Per Diem in Lieu	\$ _____	Amount Expended to date	\$ <u>0.00</u>
0712	Meals	\$ <u>132.00</u>	Available Balance	\$ <u>15,000.00</u>
0713	Hotel	\$ <u>592.83</u>	Amount requested this authorization	\$ <u>844.09</u>
0714	Mileage	\$ <u>19.26</u>	Estimated Balance Available	\$ <u>14,155.91</u>
0715	Operation State Car	\$ _____		
0717	Miscellaneous	\$ _____	Appropriation Code	<u>10</u> - <u>056</u> - <u>6032</u> - <u>080</u>
0719	Registration Fees	\$ _____	Source of Funds	<u>100% Federal</u>
		\$ _____		

Authorized Signature _____

Fiscal Information - Detail #1

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ _____	Appropriation of Out-of-State Travel	\$ _____
0711	Per Diem in Lieu	\$ _____	Amount Expended to date	\$ _____
0712	Meals	\$ _____	Available Balance	\$ _____
0713	Hotel	\$ _____	Amount requested this authorization	\$ _____
0714	Mileage	\$ _____	Estimated Balance Available	\$ _____
0715	Operation State Car	\$ _____		
0717	Miscellaneous	\$ _____	Appropriation Code	_____ - _____ - _____ - _____
0719	Registration Fees	\$ _____	Source of Funds	_____
		\$ _____		

Fiscal Information - Detail #2

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ _____	Appropriation of Out-of-State Travel	\$ _____
0711	Per Diem in Lieu	\$ _____	Amount Expended to date	\$ _____
0712	Meals	\$ _____	Available Balance	\$ _____
0713	Hotel	\$ _____	Amount requested this authorization	\$ _____
0714	Mileage	\$ _____	Estimated Balance Available	\$ _____
0715	Operation State Car	\$ _____		
0717	Miscellaneous	\$ _____	Appropriation Code	_____ - _____ - _____ - _____
0719	Registration Fees	\$ _____	Source of Funds	_____
		\$ _____		

Fiscal Information - Detail #3

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ _____	Appropriation of Out-of-State Travel	\$ _____
0711	Per Diem in Lieu	\$ _____	Amount Expended to date	\$ _____
0712	Meals	\$ _____	Available Balance	\$ _____
0713	Hotel	\$ _____	Amount requested this authorization	\$ _____
0714	Mileage	\$ _____	Estimated Balance Available	\$ _____
0715	Operation State Car	\$ _____		
0717	Miscellaneous	\$ _____	Appropriation Code	_____ - _____ - _____ - _____
0719	Registration Fees	\$ _____	Source of Funds	_____
		\$ _____		

Fiscal Information - Detail #4

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ _____	Appropriation of Out-of-State Travel	\$ _____
0711	Per Diem in Lieu	\$ _____	Amount Expended to date	\$ _____
0712	Meals	\$ _____	Available Balance	\$ _____
0713	Hotel	\$ _____	Amount requested this authorization	\$ _____
0714	Mileage	\$ _____	Estimated Balance Available	\$ _____
0715	Operation State Car	\$ _____		
0717	Miscellaneous	\$ _____	Appropriation Code	_____ - _____ - _____ - _____
0719	Registration Fees	\$ _____	Source of Funds	_____
		\$ _____		

OBM No. _____

NH DEPARTMENT OF EDUCATION OUT-OF-STATE TRAVEL REQUEST
BREAKDOWN OF COSTS

No. of Employees: 1

Destination St. Louis, Missouri	Date(s) 10/24/17-10/27/17
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NAME OF EMPLOYEE(S) OR		Jennifer Kiley			
Account No. - Class	60320000-080	FEDERAL FUNDS			
Object Codes	Plane:	\$	821.58		
	Bus:				
710	Common Carrier	Other: Hotel Shuttle	\$	100.00	
712	Meals		\$	132.06	
713	Hotel: \$	3 nights @197.62	\$	592.83	
714	Mileage (# miles @.565)		\$	19.26	
717	Miscellaneous				
719	Registration Fees		\$	810.00	
	Total		\$	2,475.67	

Less Funds Paid By (Name):

\$(_____)

Number of hours of compensatory time expected to be earned: 0

AMT TO BE TAKEN FROM APPROPRIATION	\$ _____
Appropriation	\$ _____
Less Expenditures	\$(_____)
Less Encumbrances	\$(_____)
Less This Request	\$(_____)
Balance Available	\$ _____
For OBM Use Only	

PURPOSE OF TRAVEL: Participation of this individual is necessary to the Federal Award.
Attendance at the National Career Pathways Network Conference

Employee Signature: Jennifer M. Kiley 3/18/17
Date

Approved: [Signature] 5/5/17
Supervisor/Administrator Date

Approved: _____
Director _____
Date

Approved: [Signature] 6/12/17
Deputy Commissioner Date

Approved: _____
Commissioner _____
Date

Date: _____ Disapproved: _____



National Career Pathways Network

2017 NCPN Conference Schedule
October 26-27
(Oct 25: Preconference Events)
St. Louis, MO

All events will be held at the Hyatt Regency at the Arch

DATE AND TIME	EVENT
Tuesday, October 24 4:00-7:00 P.M.	Registration for Preconference Workshops
Wednesday, October 25 7:00-10:30 A.M. 9:00 A.M.-Noon Noon-1:00 P.M. 9:00 A.M.-4:30 P.M. 10:00 A.M.-7:00 P.M. 1:30-4:30 P.M.	Registration for Preconference Workshops Half-day Preconference Workshops Preconference Lunch <i>(for those attending two half-days or a full-day workshop)</i> Full-day Preconference Workshops <i>(include lunch)</i> Registration for General Conference Half-day Preconference Workshops
Thursday, October 26 7:00 A.M.-6:00 P.M. 7:45-9:15 A.M. 7:45 A.M.-5:00 P.M. 8:15-9:15 A.M. 9:30-10:45 A.M. 11:00-11:45 A.M. 11:45 A.M.-1:15 P.M. 1:15-2:00 P.M. 2:15-3:00 P.M. 3:00-3:30 P.M. 3:30-4:15 P.M. 4:20-5:15 P.M.	Registration for General Conference Coffee with the Exhibitors Exhibits Open State Meetings or View Exhibits Opening General Session Breakout 1 Box Lunch / Exhibits Breakout 2 Breakout 3 Break in Exhibit Hall Breakout 4 Special Session
Friday, October 27 7:30 A.M.-Noon 7:30 A.M.-Noon 7:30-8:15 A.M. 8:15-9:00 A.M. 9:15-10:00 A.M. 10:00-10:30 A.M. 10:30-11:15 A.M. 11:30 A.M.-12:40 P.M. 12:45-1:30 P.M. 1:45-2:30 P.M. 2:45-3:45 P.M.	Registration for General Conference Exhibits Open Continental Breakfast in Exhibit Hall <i>(all attendees)</i> Breakout 5 Breakout 6 Beverage Break / Visit Exhibits Breakout 7 NCPN Members Luncheon Breakout 8 Breakout 9 Closing Session/Grand Prize Drawing <i>(Drop your name tag in hopper as you enter)</i>

Breakouts include 45-minute presentations.