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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

August 21, 2014

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

### Requested Action

Pursuant to MOP 1102 (L), the Department of Safety, Division of State Police, requests authorization for one Trooper to travel over 300 miles one way in a State Police issued unmarked state vehicle in the amount of \$1,421.32 to attend the FBI National Academy – 258<sup>th</sup> Session in Quantico, Virginia from October 5 through December 20, 2014. Effective upon Governor and Council approval. Funding source: 81% Highway, 19% Turnpike.

Funds are available in the SFY2015 operating budget as follows:

02-23-23-234015-40030000 Department of Safety Division of State Police Traffic Bureau  
080 – 500715 Out of State Travel Reimbursement – Operation - State Car (Out-of-State)  
Amount: \$1,421.32

### Explanation

This request is for approval to travel outside a 300 mile radius for one Trooper in a State Police issued unmarked state vehicle for the purpose of attending the FBI National Academy – 258<sup>th</sup> Session in Quantico, Virginia from October 5 through December 20, 2014. The round trip mileage from Concord, New Hampshire to Quantico, Virginia is 1,002 miles. The total cost for travel by air and use of a rental car for the 77 day time frame in Quantico is \$3,465.60. The cost to travel by state vehicle is \$1,421.32. The savings to travel by state vehicle versus travel by air is \$2,044.28 (see Attachment A for comparisons). The employee will not be paid overtime during the time frame of this travel.

The National Academy is an advanced professional course of study for United States and International law enforcement leaders that serves to improve the administration of justice in police departments and agencies at home and abroad and to raise law enforcement standards, knowledge and cooperation worldwide. Attendance in this course of study is by nomination and invitation only. The ten week courses of study are undergraduate and/or graduate college courses in the following areas: law, behavioral science, forensic science, understanding terrorism/terrorist mindsets, leadership development, communication and health/fitness. Officers participate in a wide range of leadership and specialized training and they share ideas, techniques and experiences with each other, creating lifelong partnerships that span state and national lines. The National Academy is known as one of the premier law enforcement department.

All maintenance on the State Police issued unmarked state vehicle is up to date. The Division of State Police 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. Also, the attendee will be traveling with an issued credit card if a minor mechanical issue arises.

Respectfully submitted,

*[Signature]*  
for: John J. Barthelmes  
Commissioner of Safety

# REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: August 21, 2014

## TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Captain Christopher Wagner from the Field Operations Bureau to travel to Quantico, Virginia for 77 days of out-of-state-travel status from October 5 through December 20, 2014.

### Conference/Workshop/Seminar Title

FBI National Academy – 258th Session

### Purpose of Travel

Pursuant to the Department of Administrative Services Manual of Procedure (MOP) 1102 (L), the Department of Safety, Division of State Police, requests approval for travel outside a 300 mile radius (see Attachment B) for one Trooper in a State Police issued unmarked state vehicle for the purpose of attending the FBI National Academy – 258<sup>th</sup> Session from October 5 through December 20, 2014 in Quantico, Virginia. The round trip mileage from Litchfield, NH to Quantico, Virginia is 1002 miles. The total cost for travel by air and use of a rental car for the 77 day time frame in Quantico is \$3,465.60. The cost to travel by state vehicle is \$1,421.32. **The savings to travel by state vehicle versus travel by air is \$2,044.28** (see Attachment A for comparisons). This employee will not be paid overtime during the time frame of this travel.

The purpose of this travel is to attend the FBI National Academy – 258<sup>th</sup> Session in Quantico, Virginia. The National Academy is an advanced professional course of study for United States and International law enforcement leaders that serves to improve the administration of justice in police departments and agencies at home and abroad and to raise law enforcement standards, knowledge and cooperation worldwide. Attendance in this course of study is by nomination and invitation only. The ten week courses of study are undergraduate and/or graduate college courses in the following areas: law, behavioral science, forensic science, understanding terrorism/terrorist mindsets, leadership development, communication and health/fitness. Officers participate in a wide range of leadership and specialized training and they share ideas, techniques and experiences with each other, creating lifelong partnerships that span state and national lines. The National Academy is known as one of the premier law enforcement department.

All maintenance on the State Police issued unmarked state vehicle is up to date. The Division of State Police 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. Also, the attendee will be traveling with an issued credit card if a minor mechanical issue arises. *(T-14-109)*

### Attendee and Title

Captain Christopher Wagner – Field Operations Bureau

**Fiscal Information – Summary**

<u>Obit</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>	
0710	Common Carrier	\$		Appropriation of Out-of-State Travel	\$ 22,647.00
0711	Per Diem In Lieu	\$		Amount Expended to Date	\$ 2,554.43
0712	Meals	\$	*76.50	Available Balance	\$ 20,092.57
0713	Hotel	\$	**	Amount requested this authorization	\$ 1,421.32
0714	Mileage	\$		Estimated Balance Available	\$ 18,671.25
0715	Operation State Car	\$	***561.12	*First & Last Day of Travel; No cost while Attending Academy.	\$
0717	Miscellaneous	\$	****783.70	**No Cost – Accommodations Provided by the FBI Academy.	
0719	Registration Fees	\$		***State Mileage Reimbursement Rate – Round Trip = \$.56 per mile x 1,002 Miles)	
	TOTAL	\$	1,421.32	****Tolls – Approx. (Round Trip); Mandatory Uniforms/Clothing Requirement – Approx.	

Appropriation Code: 15-023-4003-080

Source of Funds: 81% Highway, 19% Turnpike

Division Director: For Colonel Robert Quinn,  
*Exec Maj David Parenton*  
*8/25/14*

Commissioner of Safety: 

## ATTACHMENT A

### AIR TRAVEL BREAKDOWN

#### TRAVEL BY AIR - TIME REQUIRED:

Round Trip (R/T) to Manchester Airport in Vehicle from Residence in Litchfield	.5 Minutes
Arrival Time at Manchester Airport Prior to Departure	1.5 Hours
Air Travel from Manchester Airport to Reagan National Airport	1.75 Hours
Arrival Time at Reagan National Airport Prior to Departure)	1.5 Hours
Air Travel from Reagan National Airport to Manchester, NH	<u>1.75 Hours</u>
	7 Hours – Round Trip

#### TRAVEL BY AIR - TRIP COST INCLUDING AIR TRAVEL:

State Mileage Reimbursement Rate -- R/T <i>[From Residence to Manchester Airport in Private Vehicle: 14 Miles R/T x \$.56]</i>	\$ 7.84
Airfare	\$ 434.69
Baggage Fee – Round Trip [ <i>\$25.00 = One Way</i> ]	\$ 50.00
Rental Car – Approximate for <b>77</b> Days	\$2,212.87
Mandatory Uniform/Clothing Requirement – Approximate	\$ 683.70
Meals (GSA Rate for First & Last Day of Travel To & From Quantico)	<u>\$ 76.50</u>
<b>TOTAL COST TO TRAVEL BY AIR</b>	<b>\$3,465.60</b>

**TRAVEL BY VEHICLE COST BREAKDOWN**

**TRAVEL BY VEHICLE - TIME REQUIRED:**

Litchfield, New Hampshire to Quantico, Virginia 16.5 Hours – Round Trip

**TRAVEL BY VEHICLE - TRIP COST:**

State Mileage Reimbursement Rate – R/T Litchfield, NH to Quantico, VA <i>[\$ .56 per mile x 1,002 miles]</i>	\$ 561.12
Tolls (R/T) - Approximate	\$ 100.00
Mandatory Uniform/Clothing Requirement – Approximate	\$ 683.70
Meals (GSA Rate for First & Last Day of Travel To & From Quantico)	\$ <u>76.50</u>
<b>TOTAL</b>	<b>\$1,421.32</b>

**COST COMPARISON USING MOTOR VEHICLE TRAVEL**

<b>AIR TRAVEL:</b>	<b>\$3,465.60</b>
<b>VEHICLE TRAVEL:</b>	<b>\$1,421.32</b>
<b>SAVINGS IF DRIVEN:</b>	<b>\$2,044.28</b>

## **ATTACHMENT B**

### DEPARTMENT OF ADMINISTRATIVE SERVICES – MANUAL OF PROCEDURES

#### Section 1102 General Reimbursement Policy

- (A) These policies apply to all Executive Branch agencies.
- (B) It is the State's policy to limit costs to only those expenses that are necessary to conduct State business.
- (C) Employees who are on travel status are required to keep costs within reasonable limits.
- (D) These policies are intended to provide clear and consistent guidelines and procedures to ensure:
  - 1. Employees are reimbursed fairly and in a consistent manner.
  - 2. Employees are provided with clear and consistent travel expense reimbursement instructions.
  - 3. Compliance with applicable state and federal regulations (RSA 4:15, OMB Circular A-87, etc) and meet the Internal Revenue Service (IRS) definition of an accountable plan.
  - 4. Expenses and reimbursements that conform to this policy are not reported as taxable income to the individual with the exception of call back commuter mileage.
- (E) Only travel performed in the course of State duties shall be reimbursable under the provisions of RSA 4:15.
- (F) Heads of departments, assistants, and employees shall not be allowed the expense of travel between their residence and their official headquarters.
- (G) Travel reimbursement shall not include any costs that are incurred solely for the convenience or enjoyment of the employee.
- (H) All requests for out-of-state travel requiring authorization of Governor and Council shall be made on the prescribed, "Request for Authorization of Out-of-State Travel," showing the full detail of expense to be incurred and the justification for the request.
- (I) All requests for out-of-state travel requiring authorization of Governor and Council shall be transmitted through the budget office with an original and three copies.
- (J) The mode of travel, performed within a 300 mile radius of the employee's official headquarters, shall be at the discretion of the employee's department head or designee.
- (K) The mode of travel, performed outside of a 300 mile radius of the employee's official headquarters, shall be economy class airfare on commercial airlines.
- (L) Governor and Council approval shall be required for travel, performed outside of a 300-mile radius of the employee's official headquarters, by any mode other than economy class airfare on commercial airlines flying.

- (M) The Commissioner of the Department of Administrative Services, or designee, may approve exceptions to provisions of this policy, to the extent justified and approved by the employee's department head or designee.
- (N) The Governor and Executive Council shall make the final determination in dispute concerning the reimbursement of travel expense.