



# New Hampshire Fish and Game Department

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Glenn Normandeau  
Executive Director

June 26, 2017

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

## Requested Action

The New Hampshire Fish and Game Department, Wildlife Division, requests a waiver from MOP Section 1102 (K), which requires travel outside a 300 mile radius to be by tourist class air passage, and authorization for one biologist to travel in a Fish and Game state vehicle, for the amount of \$2,083.55, to attend the 51<sup>st</sup> North American Moose Conference in Ingonish, Nova Scotia from August 28 through September 2, 2017. Funding source: 100% Agency income (Game Management Funds).

Funds are available in the FY2018 operating budget as follows:

03 75 75 751520-2158000 - Wildlife Program - Game Management  
20-07500-21580000-080-500715 – Out of State Travel Reimbursement –  
Amount \$2,083.55

## Explanation

This request is for approval for a wildlife biologist to travel outside of a 300-mile radius in a Fish and Game vehicle in order to attend the 51<sup>st</sup> North American Moose Conference in Ingonish, Nova Scotia from August 28 through September 2, 2018. The round trip mileage from Tamworth, New Hampshire to Ingonish, Nova Scotia is 1,530 miles. The trip cost (vehicle cost plus employee wage) to travel by state vehicle is \$1,651.71. The trip cost to travel by air, which includes the need of a rental vehicle while in Nova Scotia, is \$2,459.80. The savings to travel by state vehicle vs travel by air is \$808.09. The round-trip time required to travel by state vehicle is 26.5 hours vs 45 hours to travel by air.

The purpose of this visit is to attend the North American Moose conference. This conference is attended by moose biologists from all across North America and Scandinavia. While there, papers will be given on the results of New Hampshire's moose research and, as importantly, information will be gained on the status of other moose populations, the most recent moose research and the best management techniques from all across North America and Scandinavia. Given the increasing complexity of impacts to our natural world it is essential that our biological staff have access to the most recent research and management initiatives and be able to discuss the results and implications of both our own and other new initiatives with their peers. This conference provides the best possible access to both the new information and biologists from the North American and Scandinavian countries.

The vehicle that will be utilized is only two years old, in excellent condition and up to date on all maintenance procedures. Should a mechanical issue arise, notification will be made to the attendee's supervisor and repairs implemented by a local area contractor.

Respectfully Submitted,



Glenn Normandeau  
Director of Fish and Game

**Attendees and Their Titles**

Wildlife Biologist Kristine Rines, Moose Project Leader

**Fiscal Information – Summary**

<b>Obit</b>	<b>Description</b>			<b>Amount</b>		<b>Amount</b>
0710	Common Carrier	\$		Appropriation Out of State Travel	\$	
0711	Per Diem in Lieu	\$		Amount Expended to Date	\$	
0712	Meals	\$	300.00	Available Balance	\$	
0713	Hotel	\$	720.00	Amount Requested this Authorization	\$	2,083.55
0714	Mileage	\$		Estimated Balance Available	\$	
0715	Operation State Car	\$	818.55*			
0717	Miscellaneous	\$	95.00**	* State Mileage Reimbursement Rate - Round Trip = \$0.535 x 1,530 miles		
0719	Registration Fees	\$	150.00	** Field trip and banquet		
		\$	2,083.55			

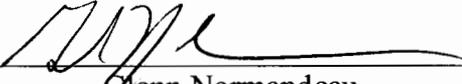
Appropriation Code : 020-075-2158-080

Source of funds: 100% Agency Income

Wildlife Division Chief: \_\_\_\_\_

  
Mark Ellingwood

Executive Director: \_\_\_\_\_

  
Glenn Normandeau

## ATTACHMENT A

### AIR TRAVEL COST BREAKDOWN

#### TRAVEL BY AIR – TIME REQUIRED:

Round trip from residence in Tamworth to Manchester Airport <i>[Approximately 2 hours one way]</i>	4 hours
Arrival Time at Both Manchester and Halifax Airports Prior to Departure <i>[Arrival 1.5 hours prior to departure at each airport]</i>	3 hours
Flight time Manchester to Halifax Round Trip <i>[14 hours one way including transfers]</i>	28 hours
Round Trip Rental Car Travel Time from Halifax to Ingonish <i>[Including car pick-up and delivery]</i>	<u>10 hours</u>
<b>TOTAL</b>	<b>45 HOURS</b>

#### TRAVEL BY AIR – TRIP COST INCLUDING AIR TRAVEL

Airfare	\$ 700.00
Manchester Airport Parking	\$ 70.00
Rental Car - 5 days	\$ 275.00
Employee Wages - 45 hours travel time x \$31.44	\$1,414.80
<b>TOTAL COST TO TRAVEL BY AIR</b>	<b>\$2,459.80</b>

### TRAVEL BY STATE VEHICLE COST BREAKDOWN

#### TRAVEL BY STATE VEHICLE – TIME REQUIRED

Round trip from Tamworth Residence to Ingonish, Nova Scotia <i>[Approximately 13.25 hours one way]</i>	<b>26.5 HOURS</b>
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#### TRAVEL BY STATE VEHICLE – TRIP COST

State Vehicle Operation Cost - Round Trip (\$0.535 x 1,530 miles)	\$818.55
Employee Wages - 26.5 hrs x \$31.44	\$833.16
<b>TOTAL COST TO TRAVEL BY STATE VEHICLE</b>	<b>\$1,651.71</b>

### COST COMPARISON OF AIR TRAVEL VS STATE VEHICLE

<b>AIR TRAVEL COST :</b>	<b>\$2,459.80</b>
<b>STATE VEHICLE COST:</b>	<b>\$1,651.71</b>
<b>SAVINGS IF DRIVEN</b>	<b>\$ 808.09</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.