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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

Retroactive

July 8, 2015

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 **retroactive** authorization for one Trooper to travel over 300 miles one way in a State Police issued unmarked state vehicle in the amount of \$1,407.43 to attend the FBI National Academy – 261st Session in Quantico, Virginia from July 12 through September 19, 2015. Effective upon Governor and Council approval. Funding source: 44% General, 33% Highway, 23% Turnpike.

Funds are available contingent upon continued appropriations in the SFY2016 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: \$1,407.43

Explanation

This request for the Trooper's travel out of state by state vehicle is **retroactive** due to a misunderstanding of the authorization process. The Trooper did not realize Travel Authorization must be prepared and approved for travel associated with an assignment made by the Director. Once clarification was made, the Trooper immediately began the authorization process. This request is for authorization for one Trooper to use a State Police issued unmarked state vehicle to travel outside a 300 mile radius for the purpose of attending the 261st session of the FBI National Academy in Quantico, Virginia from July 12 through September 19, 2015.

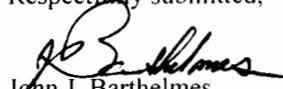
The round trip mileage from Wolfeboro, New Hampshire to Quantico, Virginia is 1,139 miles. The total cost for travel by air and use of a rental car for the 70 days time frame in Quantico is \$3,177.35. The cost to travel by state vehicle is \$1,407.43. The savings to travel by state vehicle versus travel by air is \$1,769.92 (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 departments.

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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,



John J. Barthelmes
Commissioner of Safety

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: June 29, 2015

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Lieutenant Kevin Duffy from Troop E to travel to Quantico, Virginia for 70 days of out-of-state-travel status from July 12 through September 19, 2015.

Conference/Workshop/Seminar Title

FBI National Academy – 261st 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 retroactive 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 – 261st Session from July 12 through September 19, 2015 in Quantico, Virginia. The round trip mileage from Wolfeboro, NH to Quantico, Virginia is 1,139 miles. The total cost for travel by air and use of a rental car for the 70 day time frame in Quantico is \$3,177.35. The cost to travel by state vehicle is \$1,407.43. **The savings to travel by state vehicle versus travel by air is \$1,769.92** (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 – 261st 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 departments.

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-15-067)*

Attendee and Title

Lieutenant Kevin Duffy – Troop E

Fiscal Information – Summary

<u>Obit</u>	<u>Description</u>		<u>Amount</u>		<u>Amount</u>
0710	Common Carrier	\$		Appropriation of Out-of-State Travel	\$ 10,000.00
0711	Per Diem In Lieu	\$		Amount Expended to Date	\$ 0.00
0712	Meals	\$	*76.50	Available Balance	\$ 10,000.00
0713	Hotel	\$	**	Amount requested this authorization	\$ 1,407.43
0714	Mileage	\$		Estimated Balance Available	\$ 8,592.57
0715	Operation State Car	\$	***654.93	*First & Last Day of Travel; No cost while Attending Academy.	\$
0717	Miscellaneous	\$	****676.00	**No Cost – Accommodations Provided by the FBI Academy.	
0719	Registration Fees	\$		***State Mileage Reimbursement Rate – Round Trip = \$.575 per mile x 1,139 Miles)	
	TOTAL	\$	1,407.43	****Tolls = \$100.00 Approx. (Round Trip); Mandatory Uniforms/Clothing Requirement = \$576.00 Approx.	

Appropriation Code: 15-023-4003-080

Source of Funds: 81% Highway, 19% Turnpike

Division Director: 
for Col R. Quinn

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 Wolfeboro	2.5 Hours
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>
	9 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: 112 Miles R/T x \$.575]</i>	\$ 64.40
Airfare	\$ 557.19
Baggage Fee – Round Trip [<i>\$25.00 = One Way</i>]	\$ 50.00
Rental Car – Approximate for 70 Days	\$1,853.26
Mandatory Uniform/Clothing Requirement – Approximate	\$ 576.00
Meals (GSA Rate for First & Last Day of Travel To & From Quantico)	<u>\$ 76.50</u>
TOTAL COST TO TRAVEL BY AIR	\$3,177.35

TRAVEL BY VEHICLE COST BREAKDOWN

TRAVEL BY VEHICLE - TIME REQUIRED:

Wolfeboro, New Hampshire to Quantico, Virginia 18.5 Hours – Round Trip

TRAVEL BY VEHICLE - TRIP COST:

State Mileage Reimbursement Rate – R/T Wolfeboro, NH to Quantico, VA <i>[\$.575 per mile x 1,139 miles]</i>	\$ 654.93
Tolls (R/T) - Approximate	\$ 100.00
Mandatory Uniform/Clothing Requirement – Approximate	\$ 576.00
Meals (GSA Rate for First & Last Day of Travel To & From Quantico)	\$ <u>76.50</u>
TOTAL	\$1,407.43

COST COMPARISON USING MOTOR VEHICLE TRAVEL

AIR TRAVEL:	\$3,177.35
VEHICLE TRAVEL:	\$1,407.43
SAVINGS IF DRIVEN:	\$1,769.92