2A

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 15, 2013

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, rather than by air, in the amount of $753.35 to attend the 2013 S & P (State and Provincial) North Atlantic Mid-Year Meeting from May 28 through May 31, 2013 in Gettysburg, Pennsylvania. Funding source: 100% Federal Funds.

Funds are available in the SFY2013 operating budget as follows:

02-23-23-234015-40170000 Department of Safety Division of State Police Traffic Bureau
080 – Out of State Travel Reimbursement
Amount: $753.35

Explanation

The purpose of this travel is to allow Major Conte to attend the 2013 S & P North Atlantic Mid-Year Meeting to represent the New Hampshire State Police on behalf of Colonel Robert Quinn. The meeting is being hosted by Colonel George Bivens and the Pennsylvania State Police. The meeting includes speakers and roundtable discussions to exchange initiatives and ideas that impact all of the State and Provincial North Atlantic Agencies. The round-trip mileage from Concord to Gettysburg, Pennsylvania, is 990 miles. The cost of travel by state-owned vehicle will be less than travel by airline as shown in the attached cost comparison.

Respectfully submitted,

John J. Barthelmes
Commissioner of Safety

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: April 15, 2013

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Major Russell S. Conte to travel to Gettysburg, Pennsylvania for four days of out-of-state-travel status from May 28 to 31, 2013.

Conference/Workshop/Seminar Title

2013 S & P North Atlantic Mid-Year Meeting

Purpose of Travel

Pursuant to Administrative Rule 1102 (L) (see Attachment B), the Department of Safety, Division of State Police, requests approval for travel outside a 300 mile radius for Major Conte in a State Police issued unmarked state vehicle for the purpose of attending the 2013 S & P (State and Provincial) North Atlantic Mid-Year Meeting from May 28 through 31, 2013 at the Hilton Garden Inn in Gettysburg, Pennsylvania. The round trip mileage from Concord, New Hampshire to Gettysburg, Pennsylvania is 990 miles. The total cost for travel by air and use of a rental car for the four day time frame in Gettysburg is $910.45. The cost to travel by state vehicle is $753.35. **The savings to travel by state vehicle versus travel by air is $157.10** (see Attachment A for comparisons). Major Conte will not be paid overtime during the time frame of this travel.

The purpose of this travel is to allow Major Conte to attend the 2013 S & P North Atlantic Mid-Year Meeting to represent the New Hamphire State Police on behalf of Colonel Robert Quinn. The meeting is being hosted by Colonel George Bivens and the Pennsylvania State Police. The meeting includes speakers and roundtable discussions to exchange initiatives and ideas that impact all of the State and Provincial North Atlantic Agencies.

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 attendee's supervisor and maintenance will be handled through a local contractor in the area. Also, the attendee will be traveling with issued gas company credit cards if a minor mechanical issue arises. *(T-13-056)*

Attendee and His Title

Major Russell S.Conte – Commander – Field Operations Bureau

Fiscal Information – Summary

Obit	Description		Amount			Amount
0710	Common Carrier	$		Appropriation of Out-of-State Travel	$	9,250.00
0711	Per Diem In Lieu	$		Amount Expended to Date	$	5,365.85
0712	Meals	$	*144.00	Available Balance	$	3,884.15
0713	Hotel	$	**	Amount requested this authorization	$	753.35
0714	Mileage	$		Estimated Balance Available	$	3,130.80
0715	Operation State Car	$	***559.35	* Breakfast & Lunch Paid by PASP on 5-29 and 5-30-13 Only.	$	
0717	Miscellaneous	$	****50.00	**Hotel - Lodging Provided by PASP		
0719	Registration Fees	$		***State Mileage Reimbursement Rate – Round Trip = $.56.5 per mile x 990 Miles)		
	TOTAL	$	753.35	****Tolls – Approx. (Round Trip)		

Appropriation Code: 10-023-4017-080

Source of Funds: 100% Federal

Division Director: _____

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 Concord, NH *[1.5 Hours = .75 Hours One Way]*	1.5 Hours
Round Trip (R/T) in Vehicle Between Harrisburg Airport and Gettysburg *[2 Hours = 1 Hour one way Approx. Depending on Traffic]*	2.0 Hours
Arrival Time at Airport Prior to Departure(s) (R/T) *[1.5 Hours One Way]*	3.0 Hours
Air Travel from Manchester Airport to Harrisburg, PA	3.5 Hours
Air Travel from Harrisburg Airport to Manchester Airport	3.0 Hours
	13 Hours – Round Trip

TRAVEL BY AIR - TRIP COST INCLUDING AIR TRAVEL:

Parking at Manchester Airport [$5.00/day x 4 Days]	$ 20.00
Airfare	$576.09
Baggage Fee – Round Trip	$ 50.00
Rental Car – Approximate for 4 Days	$120.36
Meals *[$46.00 for each travel day = $92.00, $26.00 for dinner only each day = $52.00]*	$144.00
TOTAL COST TO TRAVEL BY AIR	**$910.45**

TRAVEL BY VEHICLE COST BREAKDOWN

TRAVEL BY VEHICLE - TIME REQUIRED:

Concord, New Hampshire to Gettysburg, Pennsylvania *[9 Hours One Way Approx. = 18 Hours Round Trip Approx.]*	18 Hours – Round Trip

TRAVEL BY VEHICLE - TRIP COST:

State Mileage Reimbursement Rate – R/T Concord, NH to Gettysburg, PA *[$.56.5 per mile x 990 miles]*	$559.35
Tolls (R/T) - Approximate	$ 50.00
Meals *[$46.00 for each travel day = $92.00,* *$26.00 for dinner only each day = $52.00]*	$144.00
TOTAL COST TO TRAVEL BY VEHICLE:	**$753.35**

COST COMPARISON USING MOTOR VEHICLE TRAVEL

AIR TRAVEL:	**$910.45**
VEHICLE TRAVEL:	**$753.35**
SAVINGS IF DRIVEN:	**$157.10**

(I) **"Residence"** The primary residence of any State employee. In no instance shall an employee's residence be deemed the official headquarters of the employee without the prior written approval of the department head.

(J) **"Travel Status"** The authorized status of an employee when conducting state business at a location other than the employee's official headquarters.

(K) **"Travel Reimbursement Request (TRR)"** The prescribed form (hard copy or electronic) used to report and claim travel reimbursement.

(L) **"Valid receipt"** An original itemized bill that clearly details the items for which reimbursement is being requested. A credit card receipt does not constitute a valid receipt for travel expenses unless sufficient information is provided on the receipt to support the reimbursement request.

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.