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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

March 21, 2018

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

Retroactive

Requested Action

Pursuant to MOP 1102 (L), the Department of Safety, Division of State Police, requests **retroactive** authorization for two Troopers to travel over 300 miles one way in a State Police issued unmarked state vehicle in reference to an active investigation from March 26, 2018 through March 28, 2018. Effective upon Governor and Council approval. Funding source: 94% General, 6% Other (Plea by Mail).

Funds are available in the SFY2018 operating budget as follows:

02-23-23-234010-5412000 Department of Safe – Division of State Police – Detective Bureau
080-500715 Out of State Travel Reimb – Operation-State Car (Out-of-State)
Amount: \$1,706.08

Explanation

This request is **retroactive** as this travel was unanticipated and time-sensitive due to an active investigation. This request is for approval to travel outside a 300 mile radius for two Troopers in a State Police issued unmarked state vehicle in reference to an active investigation from March 26, 2018 through March 28, 2018. The round trip mileage is 1,088 miles. The total cost for travel by state vehicle for the three days is \$1,706.08 (see Attachment A). All travel expenses will be reimbursed to the State of New Hampshire Department of Safety by the OCDEF (Organized Crime Drug Enforcement Task Force) Grant through the Drug Enforcement Administration (DEA). The employees will not be paid overtime during the time frame of this travel.

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.

Respectfully submitted,

John J. Barthelmes
Commissioner of Safety

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: March 21, 2018

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for a Sergeant and a Trooper from the Major Crime Unit to travel over 300 miles in reference an active investigation for three days of out-of-state-travel status from March 26, 2018 through March 28, 2018, retroactively. This request is retroactive due to this travel being unanticipated and time sensitive due to an active investigation.

Conference/Workshop/Seminar Title

Travel Over 300 Miles Reference an Active Investigation

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 two Troopers in a State Police issued unmarked state vehicle in reference to an active investigation from March 26, 2018 through March 28, 2018, retroactively. The round trip mileage is 1,088 miles. All travel expenses will be reimbursed to the State of New Hampshire Department of Safety by the OCDETF (Organized Crime Drug Enforcement Task Force) Grant through the Drug Enforcement Administration (DEA). The employees will not be paid overtime during the time frame of this travel.

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. *(T-18-056)*

Attendees and their Titles

Sergeant - Major Crime Unit
Trooper - Major Crime Unit

Fiscal Information – Summary

<u>Obit</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carrier	\$	Appropriation of Out-of-State Travel	\$ 65,000.00
0711	Per Diem In Lieu	\$	Amount Expended to Date	\$ 40,877.97
0712	Meals	\$ 390.00	Available Balance	\$ 24,122.03
0713	Hotel	\$ *704.00	Amount requested this authorization	\$ 1,706.08
0714	Mileage	\$	Estimated Balance Available	\$ 22,415.95
0715	Operation State Car	\$ **582.08	*Hotel Approx. – Plus Tax	\$
0717	Miscellaneous	\$ ***30.00	**State Mileage Reimbursement Rate – Round Trip = \$.535 per mile x 1,088 Miles)	
0719	Registration Fees	\$	***Tolls – Approx. (Round Trip)	
	TOTAL	\$ 1,706.08	TOTAL TRAVEL EXPENSES TO BE REIMBURSED BY THE OCDETF GRANT THROUGH DEA TO THE STATE OF NEW HAMPHIRE DEPARTMENT OF SAFETY	

Appropriation Code: 10-023-5412-080

Source of Funds: 94% General, 6% Other (Plea by Mail)

Division Director: 

A/C
Commissioner of Safety: 

ATTACHMENT A

TRAVEL BY VEHICLE COST BREAKDOWN

TRAVEL BY VEHICLE - TIME REQUIRED:

Portsmouth, New Hampshire to Out of State Locations
of Travel 20.25 Hours – Round Trip

TRAVEL BY VEHICLE - TRIP COST:

State Mileage Reimbursement Rate – R/T [<i>\$.535 per mile x 1,088 miles</i>] [3 Days = 3-26-18 to 3-28-18]	\$ 582.08
Tolls (R/T) - Approximate	\$ 30.00
Meals (\$67.00 x 1 days x 2 Troopers) and (\$64.00 x 2 Days x 2 Troopers) [<i>GSA Rate</i>]	\$ 390.00
Hotel – Approximate – Plus Tax	\$ <u>704.00</u>
TOTAL	\$1,706.08

*** NOTE ***

**All Travel Expense will be reimbursed to the State of New Hampshire
Department of Safety by the OCDETF (Organized Crime Drug Enforcement
Task Force) Grant through the Drug Enforcement Administration**