



State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
33 HAZEN DR. CONCORD, N.H. 03305
603-271-2791

ROBERT L. QUINN
COMMISSIONER OF SAFETY

October 8, 2019

His Excellency, Governor Christopher T. Sununu
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 two Troopers to travel over 300 miles one way in a State Police issued unmarked state vehicle in the amount of \$696.56 to attend the Soldier for Life-Transition Assistance Program Career Fair in Evans Mills, New York and Fort Drum, New York from November 6, 2019 through November 7, 2019. Effective upon Governor and Council approval. Funding source: 48.64% General, 28.31% Turnpike, 23.05% Highway.

Funds are available in the SFY2020 operating budget as follows:

02-23-23-234015-40030000	Department of Safety – Division of State Police – Traffic Bureau	<u>SFY2020</u>
080-500715	Out of State Travel Reimbursement – Operation-State Car (Out-of-State)	\$696.56

Explanation

This request is for approval to travel outside a 300 mile radius for two Troopers in a State Police issued unmarked state vehicle to attend the Soldier for Life-Transition Assistance Program Career Fair in Evans Mills, New York and Fort Drum, New York from November 6 to November 7, 2019. The round trip mileage from Concord, New Hampshire to Evans Mills and Fort Drum, New York is 632 miles. The total cost for travel by air and use of a rental car for the three day time frame in Evans Mills and Fort Drum is \$1,440.31. The cost to travel by state vehicle is \$696.56. The savings to travel by state vehicle versus travel by air is \$743.75 (see Attachment A for comparisons). The employees will not be paid overtime during the time frame of this travel.

The purpose of this travel is to attend the Soldier for Life-Transition Assistance Program Career Fair in Fort Drum, New York. The New Hampshire State Police has been invited by the United States Army and is registered for the event being held on November 7, 2019. This is a career event on an active duty U.S. Army Base which will have several transitioning service members, veterans, retirees, and family members in attendance. There will be approximately 260 in attendance looking for employment.

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,

Robert L. Quinn
Commissioner of Safety

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: October 8, 2019

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Sergeant Chad Lavoie and Trooper Jordan Kopko from the Recruitment and Training Unit to travel to Evans Mills and Fort Drum, New York for two days of out-of-state-travel status from November 6 to November 7, 2019.

Conference/Workshop/Seminar Title

Soldier for Life – Transition Assistance Program Career Fair

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 for the purpose of attending the Soldier for Life – Transition Assistance Program Career Fair from November 6 to November 7, 2019 in Fort Drum, New York. The round trip mileage from Concord, New Hampshire to Evans Mills, New York is 632 miles. The total cost for travel by air and use of a rental car for the three day time frame in Evans Mills is \$1,440.31. Please note that per Sunward Adventures, the last flight out for the afternoon on November 7, 2019 leaves before the end of the Career Fair which ends at 1:00 p.m. for all airlines requiring an extra night stay with a return flight on November 8, 2019. The cost to travel by state vehicle is \$696.56 for two days. **The savings to travel by state vehicle versus travel by air is \$743.75** (see Attachment A for comparisons). These employees will not be paid overtime during the time frame of this travel.

The purpose of this travel is to attend the Soldier for Life – Transition Assistance Program Career Fair in Fort Drum, New York. The New Hampshire State Police has been invited by the United States Army and is registered for the event being held on November 7, 2019. This is a career event on an active duty U.S. Army Base which will have several transitioning service members, veterans, retirees and family members in attendance. There will be approximately 260 in attendance looking for employment.

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. (7-19-168)

Attendee and Title

Sergeant Chad Lavoie – Recruitment and Training Unit
Trooper Jordan Kopko – Recruitment and Training 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	\$ 81,582.00
0711	Per Diem In Lieu	\$	Amount Expended to Date	\$ 9,384.52
0712	Meals	\$ 200.00	Available Balance	\$ 72,197.48
0713	Hotel	\$ *130.00	Amount requested this authorization	\$ 696.56
0714	Mileage	\$	Estimated Balance Available	\$ 71,500.92
0715	Operation State Car	\$ **366.56		\$
0717	Miscellaneous	\$	*Hotel Approx. - Plus Tax	
0719	Registration Fees	\$	**State Mileage Reimbursement Rate – Round Trip = \$.58 per mile x 632 Miles)	
	TOTAL	\$ 696.56		

Appropriation Code: 15-023-4003-080

Source of Funds: 27.6% Turnpike, 22.5% Highway, 49.9% General

Division Director:  #801

Commissioner of Safety: 

ATTACHMENT A

AIR TRAVEL BREAKDOWN

TRAVEL BY AIR - TIME REQUIRED:

Round Trip (R/T) to Manchester Airport in Vehicle from Residences in Amherst and Somersworth, NH	3.50 Hours
Arrival Time at Manchester Airport Prior to Departure	1.50 Hours
Air Travel from Manchester Airport to Watertown, NY International Airport	4.00 Hours
Arrival Time at Washington/Reagan National Airport Prior to Departure	1.50 Hours
Air Travel from Watertown, NY International Airport to Manchester, NH	<u>4.00 Hours</u>
	14.50 Hours – Round Trip

TRAVEL BY AIR - TRIP COST INCLUDING AIR TRAVEL:

Airport Parking = \$10.00/Day x Three Days x Two State Vehicles	\$ 60.00
Airfare = \$312.60/Per Person – American Airlines	\$ 625.20
<i>[Note: Per Sunward Adventures – Last flight out for the afternoon on 11-7-19 leaves before the end of the Career Fair which ends at 1:00 p.m. for all airlines requiring an extra night stay with a return on 11-8-19.]</i>	
Baggage Fee – Round Trip [\$30.00/Per Person = One Way]	\$ 120.00
Rental Car (Compact)	\$ 75.11
Hotel – Approximate Plus Tax – Two Nights	\$ 260.00
Meals (GSA Rate = \$50.00/Day Per Person for Three Days)	\$ <u>300.00</u>
TOTAL COST TO TRAVEL BY AIR	\$1,440.31

TRAVEL BY VEHICLE COST BREAKDOWN

TRAVEL BY VEHICLE - TIME REQUIRED:

Concord, New Hampshire to Evans Mills and Fort Drum, New York 13.00 Hours – Round Trip

TRAVEL BY VEHICLE - TRIP COST:

State Mileage Reimbursement Rate – R/T Concord, NH to Evans Mills & Fort Drum, NY [<i>\$.58 per mile x 632 miles</i>]	\$366.56
Hotel – Approximate Plus Tax – For One Night	\$130.00
Meals (GSA Rate = \$50.00/Day Per Person for Two Days)	<u>\$200.00</u>
TOTAL	\$696.56

COST COMPARISON USING MOTOR VEHICLE TRAVEL

AIR TRAVEL:	\$1,440.31
VEHICLE TRAVEL:	\$ 696.56
SAVINGS IF DRIVEN:	\$ 743.75

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.