



STATE OF NEW HAMPSHIRE  
DEPARTMENT of NATURAL and CULTURAL RESOURCES  
DIVISION of FORESTS and LANDS

172 PEMBROKE ROAD CONCORD, NEW HAMPSHIRE 03301  
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January 22, 2019

His Excellency, Governor Christopher T. Sununu  
And the Honorable Executive Council  
State House  
Concord, NH 03301

REQUESTED ACTION

Pursuant to MOP 1102 (L), authorize the Department of Natural and Cultural Resources, Division of Forests and Lands, to allow Kyle Lombard and William Davidson to travel over 300 miles one way in a state vehicle to West Chester, PA to attend the Northeastern Forest Pest Council (NEFPC) Annual Meeting upon Governor and Executive Council approval. 100% Federal Funds

EXPLANATION

Permission is requested for Kyle Lombard, Forest Entomologist, and William Davidson, Forest Health Specialist, to travel to West Chester PA for the Northeastern Forest Pest Council Annual Meeting. The purpose of this meeting is to coordinate forest pest control operations, monitoring, trapping and research projects that extend across the eastern U.S. by Entomologists and Pathologists. They will provide updates and information related to forest health issues in the Northeast and projects related to pest outbreaks across large regions.

Kyle Lombard is the immediate past Chairperson of the Council and William Davidson is the Council Treasurer. The NEFPC is the professional organization for Forest Entomology and Pathology in the eastern U.S. and eastern Canada.

We are requesting that Kyle Lombard be allowed to drive D132 instead of flying, 365 miles each way. The total cost for 2 people flying would be \$2,900 versus \$2,180 for driving, resulting in a savings of \$720. Please see attached Form A-24 and expense worksheet.

Respectfully submitted,

Brad W. Simpkins  
Director

Concurred,

Sarah L. Stewart  
Commissioner

## REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: 1-22-19

**TO THE HONORABLE GOVERNOR & COUNCIL:**

The Department of Natural and Cultural Resources requests permission

for 2 employees or their designees to travel to West Chester, PA

for 5 days of out-of-state travel status from March 11, 2019 to March 15, 2019

**Conference/Workshop/Seminar Title**

Northeastern Forest Pest Council Annual Meeting

**Purpose of Travel**

**Attend the Northeastern Forest Pest Council. This is the annual meeting of State and Provincial Forest Entomologists and Pathologists in the Northeast to coordinate forest pest control operations, monitoring, trapping and research projects that extend across the eastern U.S. State, Federal and Provincial Agencies provide updates and information related to forest health issues in their jurisdiction.**

**Attendees and their Titles**

1. Kyle Lombard - Forest Entomologist, Forest Health Bureau Administrator
2. Bill Davidson - Forest Health Specialist, Council Treasurer

**Fiscal Information – Summary**

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ _____	Appropriation of Out-of-State Travel	\$ <u>8,000.00</u>
0711	Per Diem	\$ <u>600.00</u>	Amount Expended to date	\$ <u>698.56</u>
0712	Meals	\$ _____	Available Balance	\$ <u>7,301.44</u>
0713	Hotel	\$ <u>900.00</u>	Amount requested this authorization	\$ <u>2,180.00</u>
0714	Mileage	\$ _____	Estimated Balance Available	\$ <u>5,121.44</u>
0715	Operation State Car	\$ <u>180.00</u>		
0717	Miscellaneous	\$ _____	Appropriation Code <u>010</u> - <u>035</u> - <u>3516</u> - <u>080</u>	
0719	Registration Fees	\$ <u>500.00</u>	Source of Funds <u>Federal Grants</u>	
	<b>Total</b>	<b>\$ <u>2,180.00</u></b>		

<sup>BUS</sup>
 Authorized Signature 

Driving: Travel from Hillsborough, NH to West Chester, PA

Mileage: 365 miles

Time: 7 hours

Air Transportation: Fly out of Manchester to Philadelphia and rent a car to drive to West Chester approximately 30 miles.

Time: 8 hours

**Cost Comparison:**

2 people

flight		\$700
Rental car		\$200
Gas/parking/tolls	\$180	
Other meeting costs	\$2,000	\$2,000
<b>TOTAL</b>	<b>\$2,180</b>	<b>\$2,900</b>