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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

September 16, 2014

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

Retroactive

Requested Action

1. 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 to attend the Pennsylvania State Police Trooper Funeral in Scranton, Pennsylvania from September 17 through 19, 2014.
2. Pursuant to RSA 4:8, to authorize the New Hampshire State Police to **retroactively** accept a donation from the New Hampshire Troopers Association to directly pay for the travel expenses for both Troopers' attendance at the funeral in Pennsylvania. The estimated value of the donation is less than \$1,000.00.

Explanation

Both requested actions are **retroactive** as the funeral in Pennsylvania was held prior to the date of this Governor and Council meeting. These two Troopers traveled to attend the funeral of Pennsylvania State Police Corporal Bryon K. Dickson, who was killed in the line of duty on the evening of Friday, September 12, 2014. The Troopers represented the New Hampshire State Police at the funeral in support of the Pennsylvania State Police and the family of Corporal Dickson in solidarity.

All expenses incurred by both Troopers for gas, tolls, lodging and meals will be paid directly by the New Hampshire Troopers Association. There is no cost to the state.

All maintenance on the State Police issued unmarked state vehicle was 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 would be made to the attendees' supervisor and maintenance would be handled through a local contractor in the area. Also, the attendees were traveling with an issued credit card if a minor mechanical issue arose.

Respectfully submitted,

John J. Barthelmes
Commissioner of Safety

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: September 16, 2014

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Trooper James Decker from the Major Crime Unit and Sergeant Ronald Taylor from Troop D to travel to Scranton, Pennsylvania for three days of out-of-state-travel status from September 17 through 19, 2014.

Conference/Workshop/Seminar Title

Pennsylvania State Police Trooper Funeral

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 Pennsylvania State Police Trooper Funeral from September 17 through 19, 2014 in Scranton, Pennsylvania. The round trip mileage from Concord, New Hampshire to Scranton, Pennsylvania is 705 miles.

Pursuant to RSA 4:8, to authorize the New Hampshire State Police to accept a donation from the New Hampshire Troopers Association to directly pay for the travel expenses for both Troopers' attendance at the funeral in Pennsylvania. The estimated value of the donation is \$999.80.

The purpose of this travel is to attend the funeral of Pennsylvania State Police Corporal Bryon K. Dickson. Corporal Dickson was killed in the line of duty the evening of Friday, September 12, 2014. Representation of the New Hampshire State Police at the funeral is to support the Pennsylvania State Police and the family of Corporal Dickson in solidarity.

All expenses incurred by both Troopers for gas, tolls, lodging and meals will be directly paid by the New Hampshire Troopers Association. There is no cost to the state.

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 attendees will be traveling with an issued credit card if a minor mechanical issue arises. (T-14-121)

Attendee and Title

Trooper James Decker – Major Crime Unit
Sergeant Ronald Taylor – Troop D

Fiscal Information – Summary

<u>Obit</u>	<u>Description</u>		<u>Amount</u>		<u>Amount</u>
0710	Common Carrier	\$		Appropriation of Out-of-State Travel	\$
0711	Per Diem In Lieu	\$		Amount Expended to Date	\$
0712	Meals	\$	*	Available Balance	\$
0713	Hotel	\$	*	Amount requested this authorization	\$
0714	Mileage	\$		Estimated Balance Available	\$
0715	Operation State Car	\$	*		\$
0717	Miscellaneous	\$	*	*ALL EXPENSES PAID BY THE NEW HAMPSHIRE TROOPERS ASSOCIATION	
0719	Registration Fees	\$			
	TOTAL	\$			

Appropriation Code: _____

Source of Funds: _____

Division Director: Exec Maj Daniel Parenteau
for Colonel 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 Concord	.5 Minutes
Arrival Time at Manchester Airport Prior to Departure	1.5 Hours
Air Travel from Manchester Airport to Wilkesbury/Scranton International Airport	6.5 Hours
Arrival Time at Wilkesbury/Scranton International Airport Prior to Departure)	1.5 Hours
Air Travel from Wilkesbury/Scranton International Airport to Manchester, NH	<u>3 Hours</u>
	13 Hours – Round Trip

TRAVEL BY AIR - TRIP COST INCLUDING AIR TRAVEL:

Airfare - \$509.69/Round Trip Per Trooper	\$1,019.38
Baggage Fee – Round Trip [<i>\$25.00/each = One Way Per Trooper</i>]	\$ 100.00
Rental Car – Approximate for Three Days	\$ 82.50
Hotel – Approximate plus Tax	\$ 300.00
Meals (GSA Rate)	<u>\$ 255.00</u>
TOTAL COST TO TRAVEL BY AIR	\$1,756.88

TRAVEL BY VEHICLE COST BREAKDOWN

TRAVEL BY VEHICLE - TIME REQUIRED:

Concord, New Hampshire to Scranton, Pennsylvania

11 Hours – Round Trip

TRAVEL BY VEHICLE - TRIP COST:

State Mileage Reimbursement Rate – R/T Concord, NH to Scranton, PA

[\$.56 per mile x 705 miles]

\$ 394.80

Tolls (R/T) - Approximate

\$ 50.00

Hotel – Approximate plus Tax

\$ 300.00

Meals (GSA Rate)

\$ 255.00

ESTIMATED TOTAL

\$ 999.80 *

COST COMPARISON USING MOTOR VEHICLE TRAVEL

AIR TRAVEL: \$1,756.88

***VEHICLE TRAVEL: \$ 999.80**

SAVINGS IF DRIVEN: \$ 757.08

***PLEASE NOTE: The New Hampshire Troopers Association is directly paying for all Vehicle Travel expenses.**

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.

Parenteau, David

From: Parenteau, David
Sent: Tuesday, September 16, 2014 8:48 AM
To: Cooper, Seth
Subject: RE: Pennsylvania Funeral

That's great Seth. Thanks!

From: Cooper, Seth
Sent: Tuesday, September 16, 2014 8:36 AM
To: Quinn, Robert
Cc: Parenteau, David; Decker, James; Taylor, Ronald
Subject: Pennsylvania Funeral

Sir,

I have two Troopers that are available to go to the funeral in Pennsylvania to represent New Hampshire. These Troopers are TFC Chris Decker and Sgt. Ron Taylor. The plan is for them to leave New Hampshire on Wednesday, September 17, 2014 and travel to Pennsylvania to attend the wake/walk thru at 1500-1900. They would then attend the funeral on Thursday, September 18, 2014. They would then return to New Hampshire on Friday, September 19, 2014. They plan would be for them to utilize TFC Decker's unmarked cruiser. The New Hampshire Troopers Association will cover costs of fuel, lodging and meals. Please let me know if there are any other issues that need to be covered with this.

Respectfully,

TFC Seth E. Cooper #811
New Hampshire State Police
Special Enforcement Unit
91 Airport Road, Concord, NH 03301
(603) 223-8766
Seth.cooper@dos.nh.gov

N.H. STATE POLICE

