



New Hampshire Fish and Game Department

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Glenn Normandeau
Executive Director

July 12, 2017

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

Requested Action

The New Hampshire Fish and Game Department, Wildlife Division, requests a waiver from MOP Section 1102 (K), which requires travel outside a 300 mile radius to be by tourist class air passage, and authorization for one biologist to travel in a Fish and Game state vehicle, for the amount of \$1,111.05, to attend the 53rd Northeast Deer Technical Committee Meeting in Keene, Ontario from September 25 through September 28, 2017. Funding source: 100% Agency income.

Funds are available in the FY2018 operating budget as follows:

03 75 75 751520-2158000 - Wildlife Program - Game Management
20-07500-21580000-080-500715 – Out of State Travel Reimbursement - Operation - State Car (Out of State)

Explanation

This request is for approval for a wildlife biologist to travel outside of a 300-mile radius in a Fish and Game vehicle in order to attend the 53rd Northeast Deer Technical Committee Meeting in Keene, Ontario from September 25 through September 28, 2017. The round trip mileage from Hopkinton, New Hampshire to Keene, Ontario is 1,030 miles. The trip cost (vehicle cost plus employee wage) to travel by state vehicle is \$974.41. The trip cost to travel by air, which includes the need of a rental vehicle while in Ontario, is \$1,261.67. The savings to travel by state vehicle vs travel by air is \$287.26. The round-trip time required to travel by state vehicle is 16 hours vs 26.5 hours to travel by air. The vehicle that will be utilized is only two years old, in excellent condition and up to date on all maintenance procedures. Should a mechanical issue arise, notification will be made to the attendee's supervisor and repairs implemented by a local area contractor as per current Fish and Game SOP.

The purpose of this visit is to attend the Northeast Deer Technical Committee Meeting. This meeting is attended by deer biologists from all across the northeast. While there, information will be gained on the status of other deer populations, the most recent deer research and the best management techniques from all across the northeast. Given the increasing complexity of impacts to our natural world it is essential that our biological staff have access to the most recent research and management initiatives and be able to discuss the results and implications of both our own and other new initiatives with their peers. This meeting provides the best possible access to both the new information and biologists from the northeast.

The vehicle that will be utilized is only two years old, in excellent condition and up to date on all maintenance procedures. Should a mechanical issue arise, notification will be made to the attendee's supervisor and repairs implemented by a local area contractor.

Respectfully Submitted,

Glenn Normandeau
Director of Fish and Game

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: July 12, 2017

TO THE HONORABLE GOVERNOR & COUNCIL

The New Hampshire Fish and Game Department, Wildlife Division, requests permission for wildlife biologist Dan Bergeron, Deer Project Leader, to travel to Keene, Ontario to attend the 53rd Northeast Deer Technical Committee Meeting in Keene, Ontario from September 25 through September 28, 2017.

Conference/Workshop/Seminar Title

53rd Northeast Deer Technical Committee Meeting

Purpose of Travel

This request is for approval for a wildlife biologist to travel outside of a 300-mile radius in a Fish and Game vehicle in order to attend the 53rd Northeast Deer Technical Committee Meeting in Keene, Ontario from September 25 through September 28, 2017. The round trip mileage from Hopkinton, New Hampshire to Keene, Ontario is 1,030 miles. The trip cost to travel by state vehicle is \$974.41. The cost to travel by air, which includes the need of a rental vehicle while in Ontario, is \$1,261.67. The round-trip time required to travel by state vehicle is 16 hours vs 26.5 hours to travel by air. **The savings to travel by state vehicle vs travel by air is \$287.26** (see Attachment A for cost and time comparisons). This employee will not be paid overtime during the timeframe of their travel.

The purpose of this travel is to attend the Northeast Deer Technical Committee Meeting. This meeting is attended by deer biologists from all across the northeast. While there, information will be gained on the status of other deer populations, the most recent deer research and the best management techniques from all across the northeast. Given the increasing complexity of impacts to our natural world it is essential that our biological staff have access to the most recent research and management initiatives and be able to discuss the results and implications of both our own and other new initiatives with their peers. This meeting provides the best possible access to both the new information and biologists from the northeast.

The vehicle that will be utilized is only two years old, in excellent condition and up to date on all maintenance procedures. Should a mechanical issue arise, notification will be made to the attendee's supervisor and repairs implemented by a local area contractor.

Attendees and Their Titles

Wildlife Biologist Dan Bergeron, Deer Project Leader

Fiscal Information – Summary

| Obit | Description | | | Amount | | Amount |
|-------------|---------------------|----|----------|--|----|---------------|
| 0710 | Common Carrier | \$ | | Appropriation Out of State Travel | \$ | |
| 0711 | Per Diem in Lieu | \$ | | Amount Expended to Date | \$ | |
| 0712 | Meals | \$ | | Available Balance | \$ | |
| 0713 | Hotel | \$ | 440.00 | Amount Requested this Authorization | \$ | 1,111.05 |
| 0714 | Mileage | \$ | | Estimated Balance Available | \$ | |
| 0715 | Operation State Car | \$ | 551.05* | | | |
| 0717 | Miscellaneous | \$ | 50.00 | * State Mileage Reimbursement Rate - Round Trip = \$0.535 x 1,030 miles | | |
| 0719 | Registration Fees | \$ | 70.00 | | | |
| | | \$ | 1,111.05 | | | |

Appropriation Code : 020-075-2158-080

Source of funds: 100% Agency Income

Wildlife Division Chief: 
Mark Ellingwood

Executive Director: 
Glenn Normandeau

ATTACHMENT A

AIR TRAVEL COST BREAKDOWN

TRAVEL BY AIR – TIME REQUIRED:

| | |
|--|-------------------|
| Round trip from residence in Hopkinton to Manchester Airport <i>[Approximately 0.5 hours one way]</i> | 1 hour |
| Arrival Time at Both Manchester and Toronto Airports Prior to Departure <i>[Arrival 1.5 hours prior to departure at each airport]</i> | 3 hours |
| Flight time Manchester to Toronto Round Trip <i>[8.25 hours one way including transfers]</i> | 16.5 hours |
| Round Trip Rental Car Travel Time from Toronto Airport to Keene <i>[Including car pick-up and delivery]</i> | <u>6 hours</u> |
| TOTAL | 26.5 HOURS |

TRAVEL BY AIR – TRIP COST INCLUDING AIR TRAVEL

| | |
|---|-------------------|
| Airfare | \$ 386.48 |
| Manchester Airport Parking | \$ 56.00 |
| Rental Car - 4 days | \$ 118.00 |
| Employee Wages – 26.5 hours travel time x \$26.46 | \$ 701.19 |
| TOTAL COST TO TRAVEL BY AIR | \$1,261.67 |

TRAVEL BY STATE VEHICLE COST BREAKDOWN

TRAVEL BY STATE VEHICLE – TIME REQUIRED

| | |
|---|-----------------|
| Round trip from Hopkinton Residence to Keene, Ontraio <i>[Approximately 8 hours one way]</i> | 16 HOURS |
|---|-----------------|

TRAVEL BY STATE VEHICLE – TRIP COST

| | |
|---|-----------------|
| State Vehicle Operation Cost - Round Trip (\$0.535 x 1,030 miles) | \$551.05 |
| Employee Wages - 16 hrs x \$26.46 | \$423.36 |
| TOTAL COST TO TRAVEL BY STATE VEHICLE | \$974.41 |

COST COMPARISON OF AIR TRAVEL VS STATE VEHICLE

| | |
|----------------------------|-------------------|
| AIR TRAVEL COST : | \$1,261.67 |
| STATE VEHICLE COST: | \$ 974.41 |
| SAVINGS IF DRIVEN | \$ 287.26 |