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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9200 1-800-852-3345 Ext. 9200
Fax: 603-271-4912 TDD Access: 1-800-735-2964

Jeffrey A Meyers
Commissioner

November 13, 2018

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

REQUESTED ACTION

Provide authorization for the Department of Health and Human Services, to give retroactive reimbursement to Melissa St. Cyr, Chief Legal Officer, \$184.00 for travel expenses incurred September 21, 2018 through September 26, 2018. Funds are available to support this request in 010-095-5680-080.

EXPLANATION

The Department is seeking to reimburse Ms. St. Cyr for costs incurred while traveling to Williamsburg, Virginia on state business. Ms. St. Cyr traveled to Virginia by train and was not made aware that any travel in excess of 300 miles was to be by economy class airfare on commercial airlines flying as stated in MOP 1300, Section 102, (C). The employee chose the lower cost option of train fare vs. air fare. This request is for both the train fare as well as for travel insurance.

Approval of this request will allow the Division to meet its obligation for employee reimbursement of travel costs in accordance with the Collective Bargaining Agreement.

Approved by:

Jeffrey A. Meyers
Commissioner

St. Cyr, Melissa

From: etickets@amtrak.com
Sent: Monday, July 23, 2018 4:29 PM
To: St. Cyr, Melissa
Subject: Amtrak: eTicket and Receipt for Your 09/21/2018 Trip - MELISSA ST CYR
Attachments: St Cyr Melissa 201807231629170427.pdf

SALES RECEIPT



Purchased: 07/23/2018 1:29 PM PT Thank you for your purchase.

1. Retain this receipt for your records.
2. Print the attached eTicket and carry during your trip.

Merchant ID 006481 Massachusetts Ave NW Washington, DC 20001800-USA-RAILAmtrak.com

**Reservation Number - 74C940 BOSTON/SOU STA, MA
- WILLIAMSBURG, VA (Round-Trip) JULY 23, 2018**
Billing Information

MELISSA ST CYR 187 BROCKWAY ROAD HOPKINTON, NH 03229	
[REDACTED]	
Visa ending in 6495 (Purchase) Authorization Code 07495D	Total \$166

Purchase Summary - Ticket Number 2040648092132

Train 65: BOSTON (SOUTH STATION), MA - WILLIAMSBURG, VA Depart 9:30 PM, Friday, September 21, 2018 1 RESERVED COACH SEAT	\$83.00
Ticket Terms & Conditions NOT VALID ON OTHER DATES/TRAINS NON-REFUNDABLE, EXCHANGES PERMITTED FOR OTHER RAIL FARE PURCHASES	Subtotal
	\$83.00
Train 94: WILLIAMSBURG, VA - BOSTON (SOUTH STATION), MA Depart 9:24 AM, Wednesday, September 26, 2018	

1 RESERVED COACH SEAT

\$83.00

Ticket Terms & Conditions NOT VALID ON OTHER DATES/TRAINS NON-REFUNDABLE, EXCHANGES PERMITTED FOR OTHER RAIL FARE PURCHASES

Subtotal

\$83.00

Total Charged by Amtrak

\$166.00

Passengers

Melissa St cyr

Important Information

- Tickets are non-transferable.
- Changes to your itinerary may affect your fare. Refund and exchange restrictions and penalties for failure to cancel unwanted travel may apply. If your travel plans change, contact us before departure to change your reservation. If you do not board your train, your entire reservation from that point will be canceled. If you board a different train without notifying us, you will have to pay for it separately; the conductor cannot apply the money paid for your prior reservation. For more information please visit
- **Summary of Conditions of Contract:** Ticket valid for carriage or refund (subject to the refund rules of the fare purchased) for twelve months after day of issue unless otherwise specified. Amtrak tickets may only be sold or issued by Amtrak or an authorized travel agent/tour operator. ~~Tickets sold or issued by an unauthorized third party will be voided by Amtrak.~~ This ticket is a contract of carriage between Amtrak and the ticket holder, which is subject to specific terms and conditions, which are available for inspection at Amtrak ticket counters, on the Amtrak website at _____, or by calling 1-800-USA-RAIL. Tickets sold for non-Amtrak service are subject to the tariffs of the providing carrier.
- Questions? Contact us online at _____ or call 1-800-USA-RAIL (1-800-872-7245) or for text telephone (TTY) 1-800-523-6590.

St. Cyr, Melissa

From: tickets@amtrak.com
Sent: Monday, July 23, 2018 4:29 PM
To: St. Cyr, Melissa
Subject: Amtrak: Reservation Confirmation - THIS IS NOT A TICKET

THIS IS NOT A TICKET

Important Baggage Policy Note: Checked baggage service is not available for at least one portion of your trip. For this portion, the policy regarding carry-on baggage applies. Click [here](#) for more information.

Your receipt, with an eTicket attached as a PDF, has been emailed to: melissa.st.cyr@dhhs.nh.gov

• **AT THE STATION**

Check the train information displays in the station and head directly to your boarding location. Present your eTicket, or display it in the Amtrak App. Once onboard, the conductor will check your eTicket on your mobile device, prior to boarding.

• **ON THE TRAIN**

The conductor on your train will check your eTicket. Only one eTicket is needed for everyone in your reservation.

• **PLANS CHANGE?**

eTickets in the Amtrak App are automatically updated when you change your reservation. If you'd like to receive an updated eTicket, open your reservation on Amtrak.com to resend your eTicket by email.

Reservation # 74C940

Amtrak
Total \$166.00

Boston, MA - South Station to Williamsburg, VA (Round-Trip)

SAVER, SAVER

Friday, September 21, 2018

Passenger(s): Melissa St Cyr

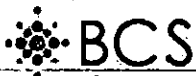
Delay Alert will be sent to 603-344-3720

Amtrak will only charge your credit card the amount for rail fare, accommodations and ticket delivery. Your other travel options will be charged by our travel partner(s), and you will receive separate confirmation emails detailing those charges.

Not Charged **\$18.00**
by Amtrak

Travel Insurance Your travel insurance request has been forwarded to our partner Allianz Global Assistance. You will receive an email from them confirming the details of your insurance purchase. If you have questions about this portion of your reservation, call 1-800-390-3915.

Important Information



BCS Insurance Company

Letter of Confirmation

July 23, 2018

Melissa St Cyr
187 Brockway Road
Hopkinton NH 03229

Dear Melissa St Cyr,

Thank you for choosing Allianz Global Assistance to protect your travel investment.

Please make sure you read this *Letter of Confirmation*, your enclosed *Policy*, and any other attached documents, including riders or other forms carefully. Because the *Policy* may describe coverage not included in your plan, be sure to look at all of the documents to understand your specific coverage. Contact us immediately if you think there is a mistake in your *Letter of Confirmation*.

We recommend that if you are traveling for your event, you take copies of these documents with you. If you did not receive a *Policy*, or would like another copy, please call 1-800-284-8300.

Information About Your Plan

Name of your plan:	Trip Protector
Policy identification number:	EUSP2111775149
Number of people insured:	1
Who it insures:	Melissa St Cyr
Date of purchase:	July 23, 2018
Plan effective date:	July 24, 2018
Travel dates:	September 21, 2018 - September 26, 2018
Total cost for all travelers:	\$18.00
Amount paid:	\$18.00

Changes to your travel plans may require changes to your coverage. If your plans change please contact Allianz Global Assistance.

Thanks again for purchasing a travel insurance plan from Allianz Global Assistance. Have a safe and pleasant trip!

Please note that your policy does not cover all situations and excludes coverage for existing medical conditions. We encourage you to carefully review your *Policy* to understand your specific coverage.

Sincerely,

Deloress Wellman
Vice President of Operations

AGA Service Company



We will refund your insurance premium if you cancel your plan within 10 days of purchase and you haven't started your trip or filed a claim.

Form No. 52.201.LOC.02.NH

Please detach the card to the right, fold, and carry with you.

AGS 1000000000



Name: Melissa St Cyr
Policy No.: EUSP2111775149

Emergency Assistance Card

For emergency assistance during your trip call:
1-800-390-3915 1-804-281-5700
(From U.S.) (Outside the U.S.) / (Collect)

For benefit information call:
1-800-390-3915
(From U.S.)

To modify your policy or file a claim, please visit:
<http://www.etravelprotection.com/amtrak>

9950 Mayland Drive, Richmond, VA 23233

Your plan includes the following coverage up to the limits shown. Please see your Policy for information about how our insurance works.

Benefit	Coverage Limits*
Baggage Coverage	\$500.00
Business Equipment Coverage	\$300.00
Trip Cancellation Protection	\$500.00
Travel Trip Delay Coverage	\$200.00
Trip Interruption Protection	\$500.00

*USD per person unless noted otherwise

Please Note

AGA Service Company is the licensed producer and administrator for this plan.
Insurance coverage is provided under Form 52-201-206 NH issued by BCS Insurance Company.