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# State of New Hampshire

DEPARTMENT OF SAFETY  
JAMES H. HAYES BLDG. 33 HAZEN DR.  
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603/271-2791

KEVIN P. O'BRIEN  
ASSISTANT COMMISSIONER

RICHARD C. BAILEY, JR.  
ASSISTANT COMMISSIONER

JOHN J. BARTHELMES  
COMMISSIONER OF SAFETY

May 10, 2016

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

Retroactive

### Requested Action

Pursuant to MOP 1102(L), the Department of Safety, Division of Fire Safety, requests **retroactive** authorization for two (2) fire investigators to travel over 300 miles one way in a privately owned vehicle, instead of by airline, in the amount of \$545.78 for the purpose of attending a two week training course on enclosure fires offered at the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) Laboratory in Beltsville, MD for the period from February 29, 2016 to March 11, 2016. Funding source: 100% Revolving Funds.

Funding is available in the SFY 2016 operating budget as follows:

02-23-23-238010-50020000	Dept. of Safety – Fire Safety – Fire Safety Administration	<u>SFY 2016</u>
080-500714	Out of State Travel Reimb – Mileage-Private Crs (Out-of-State)	\$545.78

### Explanation

This request for reimbursement for the use of a privately owned vehicle is **retroactive** due to an unanticipated, last minute change in travel arrangements after the original travel authorization had been approved. Originally, the two fire investigators were approved to attend the two week course, entitled *Enclosure Fires*, and share travel with the ATF liaison at no cost to the state; however, this arrangement unexpectedly changed. This course, held at the ATF Fire Research Laboratory, is offered only once every few years and is generally not open to investigators outside of the Certified Fire Investigator program. Therefore, in order to take advantage of this training opportunity, one of the fire investigators elected to take his personal vehicle with the other investigator sharing the ride. Both investigators were unclear regarding the approval requirements for the use of a privately owned vehicle. To prevent this from reoccurring, both fire investigators have been apprised of those Governor and Council approval requirements.

The total cost for travel by air and use of a rental car for the 12 day timeframe would have been \$1,554.87. The cost to travel by vehicle was \$545.78. The savings to travel by vehicle versus travel by air was \$1,009.09.

Respectfully submitted,

John J. Barthelmes  
Commissioner of Safety

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

Date: 01/26/2016

**TO THE HONORABLE GOVERNOR & COUNCIL:**

The Department of Safety, Division of Fire Safety requests permission

For 2 employees or their designees to travel to ATF Laboratory  
6000 Ammendale Road, Beltsville MD

For 12 day of out-of-state travel status from 02/29/2016 03/11/2016

**Conference/Workshop/Seminar Title**  
ATF CFI Enclosure Fires Training

The "Enclosure Fires" course has been part of ATF's accredited Certified Fire Investigator (CFI) program for approximately 20 years, and the curriculum is regularly updated to reflect state of the art investigative practices and principles for fire investigators. The course is held at the ATF Fire Research Laboratory (FRL), a one-of-a-kind, large scale, fire testing/research facility dedicated to assisting Federal, State and local authorities in the investigation of fires and arsons. Instructors include Federal fire investigators, fire protection and electrical engineers, and retired faculty from the University of Maryland's Fire Protection Engineering Program. The "Enclosure Fires" course is only offered once every few years, and is generally not open to investigators outside of ATF's CFI Program. This is an opportunity for State investigators to attend a unique, highly technical, training program that will improve the capability of the New Hampshire State Fire Marshal's Office.

**Advance Requested:** 0 **Payable To:** Investigator Adam Fanjoy

**Attendees and their Titles**

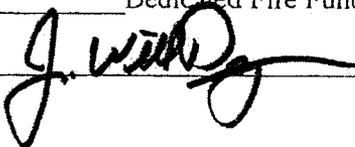
1. Adam Fanjoy, Investigator	4.
2. Matthew Wilmot, Investigator	5.
3.	6.

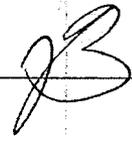
**Fiscal Information – Summary**

<u>Obit</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carries	\$	Appropriation of Out-of-State Travel	\$
0711	Per Diem In Lieu	\$	Amount Expended to Date	\$ 0
0712	Meals	\$ 0	Available Balance	\$
0713	Hotel	\$ 0	Amount requested this authorization	\$
0714	Mileage	\$ 545.78	Estimated Balance Available	\$
0715	Operation State Car	\$ ---		\$
0717	Miscellaneous	\$		
0719	Registration Fees	\$		
		\$		

Appropriation Code 5002 class 80

Funding Source Dedicated Fire Fund

Division Director: 

Commissioner of Safety: 

# ATTACHMENT A

## AIR TRAVEL BREAKDOWN

### TRAVEL BY AIR – TIME REQUIRED:

Round Trip (R/T) to Manchester Airport in Vehicle from Division of Fire Safety in Concord, NH [0.40 Hours = 0.20 Hours One Way]	.40 Hours
Round Trip (R/T) in Vehicle Between Baltimore/Washington(BWI) and Greenbelt Marriot [1.0 Hours = 0.30 Hours One Way]	1.0 Hours
Arrival Time at Airport Prior to Departure(s) (R/T) [3.0 Hours = 1.5 Hours One Way]	3.0 Hours
Air Travel from Manchester Airport to Baltimore MD [1.5 Hours One Way]	1.5 Hours
Air Travel from Baltimore, MD to Manchester Airport [1.2 Hours One Way]	1.2 Hours
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	7.10 Hours – Round Trip

### TRAVEL BY AIR – TRIP COST INCLUDING AIR TRAVEL:

State Mileage Reimbursement Rate – R/T [From Headquarters in Concord, NH to Manchester Airport in Private vehicle: 35.8 Miles R/T x \$.54]	\$38.67
Roundtrip Airfare for 2 Investigators	\$831.92
Baggage Fee – Round Trip [\$25.00/per bag x 2 bags each way] [50 lbs. max per bag (gear, supplies, clothes, etc...)]	\$100.00
Rental Car – Approximate for 12 Days [includes taxes & fees]	\$584.28
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<b>TOTAL COST TO TRAVEL BY AIR</b>	<b>\$1,554.87</b>

**TRAVEL BY VEHICLE COST BREAKDOWN**

**TRAVEL BY VEHICLE – TIME REQUIRED:**

Concord, New Hampshire to Beltsville MD 16.0 Hours - Round Trip  
[8.0 Hours One Way = 16 Hours Round Trip]

**TRAVEL BY VEHICLE – TRIP COST:**

STATE Mileage Reimbursement Rate – R/T Concord, NH \$545.78  
To Beltsville MD [\$.54 per mile x 1,010.70 miles R/T]

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**TOTAL COST TO TRAVEL BY VEHICLE: \$545.78**

**COST COMPARISON USING MOTOR VEHICLE TRAVEL:**

**AIR TRAVEL: \$1,554.87**

**VEHICLE TRAVEL: \$545.78**

**SAVINGS IF DRIVEN: \$1,009.09**

## DEPARTMENT OF ADMINISTRATIVE SERVICES – MANUAL OF PROCEDURES

- (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.
- Section 1103 Travel Reimbursement Request Policy**
- (A) Travel Reimbursement Requests (TRR) shall be completed properly, signed by the employee, approved by the department head and submitted timely.