



State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
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ROBERT L. QUINN
COMMISSIONER OF SAFETY

August 27, 2019

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

Requested Action

Pursuant to MOP 1102 (L), the Department of Safety, Division of State Police, requests authorization for one Trooper to travel over 300 miles one way in a State Police issued unmarked state vehicle in the amount of \$6,260.16 to attend the K2 Solutions Explosives Detection Canine School in Southern Pines, North Carolina from October 26, 2019 through November 24, 2019. Effective upon Governor and Council approval. Funding source: 27.6% Turnpike, 22.5% Highway, 49.9% General.

Funds are anticipated to be available in the SFY2020 operating budget as follows:

02-23-23-234015-4003000	Dept. of Safety – Division of State Police – Traffic Bureau	<u>SFY 2020</u>
080-500715	Out of State Travel Reimbursement – Operation - State Car (Out-of-State)	\$6,260.16

Explanation

This request is for approval to travel outside a 300 mile radius for one Trooper in a State Police issued unmarked state vehicle for the purpose of attending the K2 Solutions Explosives Detection Canine School in Southern Pines, North Carolina from October 26, 2019 through November 24, 2019. The round trip mileage from Swanzey, New Hampshire to Southern Pines, North Carolina is 1,552 miles. The total cost for travel by air and use of a rental car for 30 days in Southern Pines is \$6,491.45. The total cost for travel by state vehicle is \$6,260.16. The savings to travel by state vehicle versus travel by air is \$231.29 (see Attachment A for comparisons). The employee will not be paid overtime during the time frame of this travel.

The K2 Solutions Explosives Detection Canine School provides a four week Single Purpose Handler Training Course of specialized instruction designed to provide the K-9 handler with a highly trained canine well versed in all explosive detection related tasks. This training course covers a wide range of training as detailed in the attached Travel Authorization. Upon graduation, the K-9 Team will have successfully completed a rigorous evaluation, received a certificate of completion and the opportunity for third party nationally accredited certification.

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.

Respectfully submitted,

Robert L. Quinn
Commissioner of Safety

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: August 27, 2019

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Trooper Robert Laclaire from Troop C and the Explosives Disposal Unit to travel to Southern Pines, North Carolina for 30 days of out-of-state-travel status from October 26, 2019 through November 24, 2019.

Conference/Workshop/Seminar Title

K2 Solutions Explosives Detection Canine School

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 one Trooper in a State Police issued unmarked state vehicle for the purpose of attending the K2 Solutions Explosives Detection Canine School from October 26, 2019 through November 24, 2019 in Southern Pines, North Carolina. The round trip mileage from Swanzey, New Hampshire to Southern Pines, North Carolina is 1,552 miles. The total cost for travel by air and use of a rental car for the 30 days time frame in Southern Pines is \$6,491.45. The cost to travel by state vehicle for the 30 days time frame is \$6,260.16. **The savings to travel by state vehicle versus travel by air is \$231.29** (see Attachment A for comparisons). The employee will not be paid overtime during the time frame of this travel.

The purpose of this travel is to attend the K2 Solutions Explosives Detection Canine School in Southern Pines, North Carolina. The school is a four week Single Purpose Handler Training Course of specialized instruction designed to provide the K-9 handler with a highly trained canine well versed in all explosive detection related tasks. Training includes proper handling of a Single Purpose Canine including best detection techniques and patterns to search open areas, vehicles, buildings, freight, luggage and optional areas; maintain control of their canine through obedience, agility training for K-9 Team physical conditioning and bond; K-9 and handler safety and risk mitigation; basic K-9 care and wellness instruction conducted by a K2 Veterinarian which includes grooming, learning to recognize illness and disease, general sanitation, identification of parasites, administration of medications and basic first aid, how to conduct Canine CPR and feeding/nutrition and disinfection of equipment; K2 specific and proven training methodology and techniques; safe handling, storage, security and transportation of explosives; documentation and recordkeeping for data collection and more. Upon graduation, the K-9 Team will have successfully completed a rigorous evaluation, received a certificate of completion and the opportunity for third party nationally accredited certification. Funding for the new Canine, the cost for the four week training and lodging for the handler's overnight stay for the training school has been taken care of on a separate purchase order.

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. (T-19-132)

Attendees and their Titles

Trooper Robert Laclaire – Troop C/Explosives Disposal Unit

Fiscal Information – Summary

<u>Obit</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>	
0710	Common Carrier	\$		Appropriation of Out-of-State Travel	\$ 80,508.00
0711	Per Diem In Lieu	\$		Amount Expended to Date	\$ 5,785.42
0712	Meals	\$	1,500.00	Available Balance	\$ 74,722.58
0713	Hotel	\$	*300.00	Amount requested this authorization	\$ 6,260.16
0714	Mileage	\$.	Estimated Balance Available	\$ 68,462.42
0715	Operation State Car	\$	**900.16		\$
0717	Miscellaneous	\$	***60.00	*PO Approved and Issued for Hotel and Registration Fee in Southern Pines, NC; \$300.00 Approx. – Plus Tax for Travel Days on 10-26-19 and 11-23-19	
0719	Registration Fees	\$	* 3,500.00	**State Mileage Reimbursement Rate – Round Trip = \$.58 per mile x 1,552 Miles)	
	TOTAL	\$	6,260.16	***Tolls – Approx. (Round Trip)	

Appropriation Code: 15-023-4003-080

Source of Funds: 27.6% Turnpike, 22.5% Highway, 49.9% General

Division Director: XO Mark S. Shepero

Commissioner of Safety: Roult

08-27-19

ATTACHMENT A

AIR TRAVEL BREAKDOWN

TRAVEL BY AIR - TIME REQUIRED:

Round Trip (R/T) to Manchester Airport in Vehicle from Residence in Swanzey, NH	3.0 Hours
Arrival Time at Manchester Airport Prior to Departure	1.5 Hours
Air Travel from Manchester Airport to Fayetteville, North Carolina Airport	4.25 Hours
Ground Transportation from Fayetteville, North Carolina Airport to Hotel	1 Hour
Ground Transportation from Hotel to Fayetteville, North Carolina Airport	1 Hour
Arrival Time at Fayetteville, North Carolina Airport Prior to Departure	1.5 Hours
Air Travel from Fayetteville, North Carolina Airport to Manchester, NH	<u>6.5 Hours</u>
	18.75 Hours – Round Trip

TRAVEL BY AIR - TRIP COST INCLUDING AIR TRAVEL:

Airfare [American Airlines – Round Trip]	\$ 600.00
Baggage Fee [Round Trip]	\$ 60.00
Rental Car – Approximate for 30 Days [10-26-19 to 11-24-19]	\$ 831.45
Meals (\$50.00 x 30 days) [GSA Rate]	\$1,500.00
Registration Fee	<u>\$3,500.00</u>
TOTAL COST TO TRAVEL BY AIR	\$6,491.45

TRAVEL BY VEHICLE COST BREAKDOWN

TRAVEL BY VEHICLE - TIME REQUIRED:

Swanzey, New Hampshire to Southern Pines, North Carolina

25.5 Hours – Round Trip

TRAVEL BY VEHICLE - TRIP COST:

State Mileage Reimbursement Rate – R/T Swanzey, NH to Southern Pines, NC <i>[\$.58 per mile x 1,552 miles] [30 Days = 10-26-19 to 11-24-19]</i>	\$ 900.16
Tolls (R/T) - Approximate	\$ 60.00
Meals (\$50.00 x 30 days) <i>[GSA Rate]</i>	\$1,500.00
Hotel – Approximate – Plus Tax [For Travel Days 10-26-19 and 11-23-19]	\$ 300.00
Registration Fee	<u>\$3,500.00</u>
TOTAL	\$6,260.16

COST COMPARISON USING MOTOR VEHICLE TRAVEL

AIR TRAVEL:	\$6,491.45
VEHICLE TRAVEL:	\$6,260.16
SAVINGS IF DRIVING:	\$ 231.29

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.