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State of New Hampshire

DEPARTMENT OF SAFETY  
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ROBERT L. QUINN  
COMMISSIONER OF  
SAFETY

August 20, 2021

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 three Troopers to travel over 300 miles one way in a State Police issued state vehicle in the amount of \$3,951.75 to attend the 2021 Sergeant Rodney H Bond #448 National Honor Guard Training Conference in Dover, Delaware from September 12 through September 17, 2021. Effective upon Governor and Council approval. Funding source: 24% Turnpike Funds, 41% Highway Funds and 35% General Funds.

Funds are available in the SFY2022 operating budget as follows:

02-23-23-234015-40030000 Department of Safety Division of State Police Traffic Bureau	<u>Amount</u>
080 - 500715 Out of State Travel Reimbursement - Operation - State Car (Out-of-State)	\$3,951.75

**EXPLANATION**

This request is for approval to travel outside a 300-mile radius for three Troopers in a State Police issued state vehicles for the purpose of attending the 2021 Sergeant Rodney H Bond #448 National Honor Guard Training Conference in Dover, Delaware from September 12 through September 17, 2021. The round trip mileage from Gorham, New Hampshire to Dover, Delaware is 1,076 miles. The total cost for travel by air and use of a rental car for the 6 days' time frame in Dover, Delaware is \$3,288.05. Travel by state vehicle requires one additional travel day resulting in a 7 days' time frame for a total cost of \$3,951.75. The savings to travel by air versus state vehicle is \$663.70 (see Attachment A for comparisons). However, due to the nature of this training the employees are required to bring extensive equipment and luggage that would not be allowing to be taken by plane. The employee will not be paid overtime during the time frame of this travel.

The purpose of this travel is to attend the 2021 Sergeant Rodney H Bond #448 National Honor Guard Training Conference in Dover, Delaware. The Training conference is designed to cover all aspects of honor guard training including color guards, casket teams, flag folding, rifle training and a full scale mock funeral to include agency response to a line of duty death. The conference will begin with several discussion panels related to Line of Duty Deaths. The panels will include representatives from the clergy, funeral home industry, survivor's groups, corporate supporters and Law Enforcement. During the course of the week the attendees are broken into groups and will rotate through relevant disciplines such as basic drill and ceremony, colors presentations, rifle volley, casket/urn watch, pall bearing and flag folding. The conference will conclude with a full, mock funeral wherein all attendees are in their Honor Guard/Ceremonial uniforms and will participate in the mock funeral.

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: July 28, 2021

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Sergeant Dennis Wade, Trooper Michael Catalfamo and Trooper Janelie Brown from the Drill Team to travel to Dover, Delaware for 6 days of out-of-state-travel status from September 12 through September 17, 2021.

## Conference/Workshop/Seminar Title

2021 Sergeant Rodney H Bond #448  
National Honor Guard Training  
Conference

## 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 three Troopers in a State Police issued state vehicle for the purpose of attending the 2021 Sergeant Rodney H Bond #448 National Honor Guard Training Conference from September 12 through September 17, 2021 in Dover, Delaware. The round trip mileage from Gorham, New Hampshire to Dover, Delaware is 1,076 miles. The total cost for travel by air and use of a rental car for the 6 days' time frame in Dover is \$3,288.05. The cost to travel by state vehicle for the 7 days' time frame is \$3,951.75. Traveling by state vehicle will be \$663.70 more than traveling by air, however, due to the nature of the training the employees are required to bring extensive equipment and luggage that would not be allowed for air travel (see Attachment A for comparisons). The employees will not be paid overtime during the time frame of this travel.

The purpose of this travel is to attend the 2021 Sergeant Rodney H Bond #448 National Honor Guard Training Conference in Dover, Delaware. The Training conference is designed to cover all aspects of honor guard training including color guards, casket teams, flag folding, rifle training and a full scale mock funeral to include agency response to a line of duty death. The conference will begin with several discussion panels related to Line of Duty Deaths. The panels will include representatives from the clergy, funeral home industry, survivor's groups, corporate supporters and Law Enforcement. During the course of the week the attendees are broken into groups and will rotate through relevant disciplines such as basic drill and ceremony, colors presentations, rifle volley, casket/urn watch, pall bearing and flag folding. The conference will conclude with a full, mock funeral wherein all attendees are in their Honor Guard/Ceremonial uniforms and will participate in the mock funeral.

All maintenance on the State Police issued state vehicles are 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.

## Attendees and their Titles

Sergeant Dennis Wade — Drill Team/Troop F  
Trooper Michael Catalfamo — Drill Team/Troop C  
Trooper Janelie Brown — Drill Team/Troop G


Fiscal Information -Summary

Obit	Description	Amount		Amount	
0710	Common Carrier	\$		Appropriation of Out-of-State Travel	\$ 50,000.00
0711	Per Diem In Lieu	\$		Amount Expended to Date	\$ 0.00
0712	Meals	\$	227.00	Available Balance	\$ 50,000.00
0713	Hotel	\$	1,768.65	Amount requested this authorization	\$ 3,951.75
0714	Mileage	\$		Estimated Balance Available	\$ 46,048.25
0715	Operation State Car	\$	*1,856.10		\$
0717	Miscellaneous	\$	**100.00		
0719	Registration Fees	\$	0.00	*State Mileage Reimbursement Rate --- Round. Trip = \$.575 per mile x 1,076 Miles x 3 Troopers)	
	TOTAL	\$	\$3,951.75	Tolls -Approx. (Round Trip)	


Appropriation Code: 15-023-4003-080

Funding Source 24% Turnpike Funds, 41% Highway Funds, 35% General Funds

Division

Director:  \_\_\_\_\_

Commissioner of Safety:

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## ATTACHMENT A

### AIR TRAVEL BREAKDOWN

#### TRAVEL BY AIR - TIME REQUIRED:

Round Trip (R/T) to Manchester Airport in Vehicle from Residence in Gorham	4 Hours
Arrival Time at Manchester Airport Prior to Departure	1.5 Hours
Air Travel from Manchester Airport to Philadelphia, Pennsylvania Airport	1.5 Hours
Ground Transportation from Philadelphia, Pennsylvania Airport to Hotel	2 Hours
Ground Transportation from Hotel to Philadelphia, Pennsylvania Airport	2 Hours
Arrival Time at Knoxville, Tennessee Airport Prior to Departure	1.5 Hours
Air Travel from Knoxville, Tennessee Airport to Manchester, NH	<u>4 Hours</u>
	16.5 Hours - Round Trip

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

Airfare [American Airlines]	\$ 1082.40
Baggage Fee [First bag \$30 + additional \$40 x 3 troopers]	\$ 210.00
Hotel (5 nights' x 3 troopers) —Approximate plus Tax.	\$ 1,768.65
Rental Car -Approximate for 6 Days [9/12/21 to 9/17/21]	\$ 227.00
Meals (not covered in training) [GSA Rate]	\$ 00.00
Registration Fee	\$3,288.05

**TOTAL COST TO TRAVEL BY AIR**

TRAVEL BY VEHICLE COST BREAKDOWN

TRAVEL BY VEHICLE - TIME REQUIRED:

Gorham, New Hampshire to Dover, Delaware

15 Hours-Round Trip

TRAVEL BY VEHICLE TRIP COST:

State Mileage Reimbursement Rate - <i>RJT</i> Gorham, NH to Dover, Delaware [\$.575 per mile x 1,076 miles x 3 troopers; 6 Days = 9/12/21 to 9/17/21]	\$ 1,856.10
Tolls (RJT) - Approximate	\$ 100.00
Hotel (5 nights' x 3 troopers) — Approximate Plus Tax	\$ 1,768.65
Meals (\$51.00 x 6 days) [ <i>GSA. Rate</i> ;	\$ 227.00
Registration Fee	\$ 0.00
<b>TOTAL</b>	<b>\$ 3,951.75</b>

COST COMPARISON USING MOTOR VEHICLE TRAVEL

AIR TRAVEL:	\$ 3,288.05
VEHICLE TRAVEL:	\$ 3,951.75
SAVINGS IF DRIVING:	\$ -663.70

## **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 (R. S .A. 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.