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# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, NH 03305  
603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

September 1, 2016

Her Excellency, Governor Margaret Wood Hassan  
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 four Troopers to travel over 300 miles one way in a State Police issued unmarked state vehicle in the amount of \$1,966.16 to attend the 16<sup>th</sup> Annual Pennsylvania State Police Reconstruction Seminar in State College, Pennsylvania from September 26 through 29, 2016. Effective upon Governor and Council approval. Funding source: 81% Highway, 19% Turnpike.

Funds are available in the SFY2017 operating budget as follows:

02-23-23-234015-40030000 Department of Safety Division of State Police Traffic Bureau  
080-500715 Out of State Travel Reimbursement – Operation-State Car (Out-of-State)  
Amount: \$1,966.16

### Explanation

This request is for approval to travel outside a 300 mile radius for four Troopers in a State Police issued unmarked state vehicle for the purpose of attending the 16<sup>th</sup> Annual Pennsylvania State Police Reconstruction Seminar at the Ramada Conference Center Penn State in State College, Pennsylvania from September 26 through 29, 2016. The round trip mileage from Concord, New Hampshire to State College, Pennsylvania is 996 miles. The total cost for travel by air and use of a rental car for the four day timeframe in State College is \$4,838.87. The cost to travel by state vehicle is \$1,966.16. The savings to travel by state vehicle versus travel by air is \$2,872.71 (see Attachment A for comparisons). The employees will not be paid overtime during the timeframe of this travel.

The purpose of the seminar is to allow reconstructionists to collaborate with others in their field and to explore new ideas and technology in the dynamic field of collision reconstruction. This field has become increasingly more technical which requires more advanced training to effectively reconstruct accidents as well as to analyze and testify in court to the information and reports that are generated. Topics included in this seminar are Spin Analysis, Data Sources from Commercial Motor Vehicles, Aerial Photography, Nighttime Visibility Studies, Crash Data Recorder Updates, Tire Failures, Smart Phone Apps for Recon, Video Analysis and more. Lastly, the Police Standards and Training Academy does not offer this type of training due to the high cost. This necessary advanced training is only offered out of state.

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,

John J. Barthelmes  
Commissioner of Safety

# REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: August 17, 2016

## TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Sergeant Steven Wheeler, Trooper First Class Michael Pelletier, Trooper First Class Bryan Plamondon and Trooper First Class Thomas Conlon, from the Collision Analysis and Reconstruction Unit (CAR), to travel to State College, Pennsylvania for four days of out-of-state-travel status from September 26 through September 29, 2016.

### Conference/Workshop/Seminar Title

16<sup>th</sup> Annual Pennsylvania State Police Reconstruction Seminar

### 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 four Troopers in a State Police issued unmarked state vehicle for the purpose of attending the 16th Annual Pennsylvania State Police Reconstruction Seminar from September 26 through September 29, 2016 in State College, Pennsylvania. The round trip mileage from Concord, NH to State College, Pennsylvania is 996 miles. The total cost for travel by air and use of a rental car for the four day time frame in State College is \$4,838.87. The cost to travel by state vehicle is \$1,966.16. **The savings to travel by state vehicle versus travel by air is \$2,872.71** (see Attachment A for comparisons). These employees will not be paid overtime during the time frame of this travel.

The purpose of this travel is to attend the 16<sup>th</sup> Annual Pennsylvania State Police Reconstruction Seminar at the Ramada Conference Center Penn State in State College, Pennsylvania. The purpose of the seminar is to allow reconstructionists to collaborate with others in their field and to explore new ideas and technology in the dynamic field of collision reconstruction. The field of accident reconstruction has become increasingly more technical which requires more advanced training as well as to analyze and testify in court to the information and reports that are generated. Topics included in this seminar are Spin Analysis, Data Sources from CMVs, UAVs/Aerial Photography, Nighttime Visibility Studies, CDR Updates, Tire Failures, Smart Phone Apps for Recon, Video Analysis and more. Lastly, the Police Standards and Training Academy does not offer this type of training due to the high cost. This necessary advanced training is only offered out of state.

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-16-113)*

### Attendees and their Titles

Sergeant Steven Wheeler – CAR Unit – Headquarters  
Trooper First Class Michael Pelletier – CAR Unit - Headquarters  
Trooper First Class Bryan Plamondon – CAR Unit – Headquarters  
Trooper First Class Thomas Conlon – CAR Unit – Headquarters

**Fiscal Information - Summary**

<u>Obit</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carrier	\$	Appropriation of Out-of-State Travel	\$ 30,000.00
0711	Per Diem In Lieu	\$	Amount Expended to Date	\$ 1,900.34
0712	Meals	\$ 864.00	Available Balance	\$ 28,099.66
0713	Hotel	\$ *514.32	Amount requested this authorization	\$ 1,966.16
0714	Mileage	\$	Estimated Balance Available	\$ 26,133.50
0715	Operation State Car	\$ **537.84		\$
0717	Miscellaneous	\$ ***50.00	*Hotel Approx. - Plus Tax	
0719	Registration Fees	\$	**State Mileage Reimbursement Rate - Round Trip = \$.54 per mile x 960 Miles)	
	TOTAL	\$ 1,966.16	***Tolls - Approx. (Round Trip)	

Appropriation Code: 15-023-4003-080

Source of Funds: 81% Highway, 19% Turnpike

Division Director: Eric Mej and Patricia for Col R. Qv.

Commissioner of Safety: KP O'Brien

# ATTACHMENT A

## AIR TRAVEL BREAKDOWN

### TRAVEL BY AIR - TIME REQUIRED:

Round Trip (R/T) to Manchester Airport in Vehicle from Residences in Newmarket, Hooksett, New Boston and Danville	1.5 Hours
Arrival Time at Manchester Airport Prior to Departure	1.5 Hours
Air Travel from Manchester Airport to State College, PA	3.5 Hours
Ground Transportation from State College Airport to Hotel	.5 Hours
Ground Transportation from Hotel to State College Airport	.5 Hours
Arrival Time at State College Airport Prior to Departure)	1.5 Hours
Air Travel from State College Airport to Manchester, NH	<u>4.75 Hours</u>
	13.75 Hours – Round Trip

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

Parking at Manchester Airport [\$10.00/day x 4/days = \$40.00 x 4 Vehicles]	\$ 160.00
Airfare [\$715.69/pp]	\$ 2,862.76
Baggage Fee – Round Trip [\$25.00/Each x 4 Troopers = \$100.00 One Way]	\$ 200.00
Rental Car – Approximate for 4 Days	\$ 237.79
Hotel (Three Nights) – Approximate Plus Tax	\$ 514.32
Meals (\$216.00/each – 4 days x 4 Troopers) [GSA Rate]	\$ <u>864.00</u>
<b>TOTAL COST TO TRAVEL BY AIR</b>	<b>\$4,838.87</b>

## **TRAVEL BY VEHICLE COST BREAKDOWN**

### **TRAVEL BY VEHICLE - TIME REQUIRED:**

Concord, New Hampshire to State College, Pennsylvania 17 Hours – Round Trip

### **TRAVEL BY VEHICLE - TRIP COST:**

State Mileage Reimbursement Rate – R/T Concord, NH to State College, PA <i>[\$.54 per mile x 996 miles]</i>	\$ 537.84
Tolls (R/T) - Approximate	\$ 50.00
Hotel (Three Nights) – Approximate Plus Tax	\$ 514.32
Meals (\$216.00/each – 4 days x 4 Troopers) <i>[GSA Rate]</i>	\$ <u>864.00</u>
<b>TOTAL</b>	<b>\$1,966.16</b>

## **COST COMPARISON USING MOTOR VEHICLE TRAVEL**

<b>AIR TRAVEL:</b>	<b>\$4,838.87</b>
<b>VEHICLE TRAVEL:</b>	<b>\$1,966.16</b>
<b>SAVINGS IF DRIVEN:</b>	<b>\$2,872.71</b>

## **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.