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**THE STATE OF NEW HAMPSHIRE
STATE TREASURY**

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March 13, 2019

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

REQUESTED ACTION

The State Treasury requests to place an item on the Consent Calendar.

Pursuant to RSA 4:8, authorize Deputy State Treasurer Monica Mezzapelle and Assistant State Treasurer Richard Bowen to accept scholarship funds in the amount of no more than \$2,000 total from the National Association of State Treasurers ("NAST") to defray the cost of attending the NAST Treasury Management Training Symposium from May 21-23, 2019 in Providence, RI.

EXPLANATION

From May 21-23, 2019, NAST will host its annual Treasury Management Training Symposium in Providence. The conference will bring together hundreds of State Treasurers and Treasury staff from throughout the US to discuss current and emerging issues related to the capital markets and investing, the financing of the nation's infrastructure, cash and investment operations, college savings plan administration, the role of Public-Private Partnerships, municipal bond issuance, pension funding issues, and relevant federal legislation.

One of the benefits of State Treasury's membership in NAST, approved June 6, 2018 as consent agenda item #1L, is an annual scholarship allocation of \$4,000 to attend NAST conferences, one half of which (\$2,000) may be used for any single conference. This would be the first NAST conference attended by both Ms. Mezzapelle and Mr. Bowen, with significant savings in travel costs due to its proximity. The balance of the cost of conference attendance will be funded from Treasury's Out-Of State Travel budget appropriation (01-38-38-380010-1050-080-500714).

Respectfully submitted,

A handwritten signature in black ink, appearing to read "William F. Dwyer".

William F. Dwyer
State Treasurer

Attachments: Fiscal Year 2019 NAST Travel Policies & Procedures
2019 NAST Treasury Management Training Symposium Agenda



FY19 Travel Policies & Procedures for NAST & Affiliated Network Members

The purpose of this document is to establish and communicate policies and procedures, pursuant to Article 6, Section 1.3.2 of the NAST Constitution, to NAST and Affiliated Network members who travel on official NAST business and/or to NAST conferences by utilizing the funds available from the NAST Scholarship Program.

Section 1: Policies and Procedures related to travel for official NAST/Network business

In order to receive reimbursement for expenses related to travel for official NAST/Network business, the state treasurer or network representative must have advanced authorized approval from the NAST President to ensure that the anticipated travel is supported in the NAST Consolidated Budget.

Expense reimbursement reports must be submitted to NAST on a per trip basis and must be submitted no later than 45 days after the completion of the trip. All receipts must be attached to an official NAST reimbursement form (attached) and include the signature of the traveler. NAST staff will assign the activity codes on the expense report upon receipt for proper accounting purposes.

State treasurers or network representatives traveling on NAST business are required to book coach or discounted fares for domestic travel. With proper proof / documentation first class is allowed when the fare is no higher than the coach fare or if the approved traveler opts to use frequent flyer points for a first class upgrade. Business class may be used for international flights that are transoceanic and of five hours duration or longer, if the NAST Consolidated Budget permits.

Business hotel accommodations should consist of a standard type of room at a government rate, whenever possible. If a government rate is not available, travelers should request the lowest rack rate. NAST will reimburse for the official meeting dates, which may include the night before the event/conference begins and the night after the event/conference ends depending on travel restrictions imposed on the traveler. An extended stay for personal reasons is the responsibility of the traveler.

Rental cars may be used when the nature of the business trip is such that use of local transportation such as taxis, hotel limousines or vans is not practical or would be more expensive. NAST/Network business traveler should rent mid-size class cars or smaller when conducting official NAST/Network business travel.

Mileage on personally owned cars is reimbursed at the Federal rate. Taxi, parking and toll charges are also reimbursable.

NAST will reimburse the traveler for the actual cost of meals, including tax and tip. Cash register receipt or bill must be attached to the official NAST reimbursement form for meal reimbursement.

All reimbursable expenses must be accompanied by a receipt, except in those cases where a receipt is not obtainable (e.g. maid tip, baggage handling tips).

Spouse/guest accompaniment on an official NAST/Network business trip is a non-reimbursable expense.

Other non-reimbursable expenses include: personal entertainment, in-room movies, spa services, gifts, grooming and parking or speeding tickets or any other costs of a personal nature not related to business.

Section 2: Policies and Procedures related to travel to NAST Conferences using the NAST Scholarship Program

Scholarships to attend NAST conferences and the National Institute of Public Finance are available to current dues paying members of NAST. The scholarships, as itemized below, are intended for use by the state treasurers to cover registration fees and/or travel & other reimbursable expenses to NAST conferences. Written authorization by a treasurer is required for all scholarship reimbursements.

All scholarship funds are administered by NAST, except for the Western region which is administered by the Western State Treasurers Association.

Midwestern, Southern and Northeast Regions

For FY 19, the NAST Executive Committee approved up to \$4,000 in scholarship funds for each dues-paying member to attend the following conferences: 2018 NAST Annual Conference, 2019 NAST Legislative Conference and 2019 NAST Treasury Management Training Symposium. Each dues-paying member will be eligible to receive up to \$2,000 per conference to help offset the cost of attendance for a total of \$4,000 in scholarship funds for FY19. Submit an official NAST reimbursement form with receipts to (electronic copies of receipts are acceptable):

Chris Hunter, Deputy Executive Director
(859) 421-6383 or Chris@StateTreasurers.org

Western Region

\$2,700 in scholarship funds for each dues-paying treasurer to attend the following conferences: 2018 NAST Annual Conference, 2019 NAST Legislative Conference and 2019 NAST Treasury Management Training Symposium. Submit receipts with cover letter to:

Hon. David Damschen – (801) 538-1042
State Treasurer
350 N. State Street, Suite C180
P.O. Box 142315
Salt Lake City, UT 84114-2315

Scholarship expense reimbursement reports must be submitted to NAST on a per trip basis and should be submitted no later than 45 days after the completion of the trip. All receipts must be attached to an official NAST reimbursement form (attached) and include the signature of the traveler. NAST staff will assign the activity codes on the expense report upon receipt for proper accounting purposes.

State treasurers traveling on NAST scholarship funds are required to book coach or discounted fares for domestic travel. With proper proof / documentation first class is allowed when the fare is no higher than the coach fare or if the approved traveler opts to use frequent flyer points for a first class upgrade. Business class may be used for international flights that are transoceanic and of five hours duration or longer.

State treasurers traveling on NAST scholarship funds are required to stay in the official NAST conference hotel. If the official NAST conference hotel is unavailable, the treasurer should reserve business hotel accommodations consisting of a standard type of room at a government rate, whenever possible. If a government rate is not available, travelers should request the lowest rack rate. NAST will reimburse for the official meeting dates, which may include the night before the event/conference begins and the night after the event/conference ends depending on travel restrictions imposed on the traveler or in the event the NAST President or Executive Director calls an officially sanctioned committee or working group meeting that would require the treasurer to arrive a day early or stay an additional night. An extended stay for personal reasons is the responsibility of the traveler.

Rental cars may be used when the nature of the trip is such that use of local transportation such as taxis, hotel limousines or vans is not practical or would be more expensive. Treasurers should rent mid-size class cars or smaller when traveling on NAST scholarship funds.

Mileage on personally owned cars is reimbursed at the Federal rate. Taxi, parking and toll charges are also reimbursable.

NAST will reimburse the treasurer for the actual cost of meals, including tax and tip. Cash register receipt or bill must be attached to the official NAST reimbursement form for meal reimbursement.

All reimbursable expenses must be accompanied by a receipt, except in those cases where a receipt is not obtainable (e.g. maid tip, baggage handling tips).

Spouse/guest accompaniment to a NAST conference is a non-reimbursable expense. Other non-reimbursable expenses include: personal entertainment, in-room movies, spa services, gifts, grooming and parking or speeding tickets or any other costs of a personal nature not related to business.

Join your colleagues at the #TMTS2019,
May 21-24, 2019 in beautiful Providence, RI.

Register before April 15 and save \$150 with the early bird rate.

REGISTER ONLINE, [CLICK HERE](#)

REGISTER BY MAIL, [CLICK HERE](#)

FOR CONFERENCE SPONSORSHIPS, [CLICK HERE](#)

Choose your own conference adventure with over 70 hours of programming to select from, along with keynote speakers, job-alike discussions, committee meetings, workshops, and other special events. Add to that the breakfasts and evening receptions for the ultimate in professional networking.

NAST offers seven themes and dozens of sessions to choose from. You are invited to stick with one theme the entire conference, or move from room to room to get the professional learning you need to take back to the office.

Select from these themes:

- Unclaimed Property
- College Savings Plans (529s)
- ABLE Savings Plans
- State Debt Issuance
- Investments & Cash Management
- Financial Education & Empowerment Programs
- Innovations & Trends in the Treasury

Besides these one-hour sessions, TMTS offers keynote speakers, job-alike discussions, committee meetings, hands-on workshops, and other special events. Add the breakfasts and evening receptions for the maximum benefit in professional networking.

We have brought back a few fan favorites, as well as added some new experiences so you won't want to miss this year's conference. With so many options to select from, we encourage teams from Treasury offices, along with related agencies, to attend and experience all that the TMTS has to offer.

Enjoy beautiful Providence, RI with easy access from the Omni Hotel to the adjoining

Rhode Island Convention Center where all of the daytime conference events will occur.

For more information about the Green International Airport, Parking at the Omni Hotel or Convention Center, or Weather click [here](#).

Tuesday, May 21, 2019

11:00 a.m. – 4:00 p.m. **NAST Committee Meetings**

2:00 – 4:00 p.m. **Special Programming on College Savings Plans
Portfolio Managers' Workshop (Invitation only)**

4:00 – 5:00 p.m. **NAST Executive Committee**

5:00 – 6:00 p.m. **Additional meetings as requested***

6:00 – 8:00 p.m. **Welcome & Networking Reception at the Rotunda in the Rhode
Island Convention Center**



Wednesday, May 22, 2019

7:30 – 8:00 a.m. **Networking Breakfast**



Keynote address: Deval Patrick

8:00 – 8:45 a.m.

The former two-term governor of Massachusetts, he currently serves as a Managing Director of Bain Capital Double Impact, where he focuses on investments that deliver both a competitive financial return and significant positive social impact. He is the author of two books, *A Reason to Believe: Lessons from an Improbable Life* and *Faith in the Dream: A Call to the Nation to Reclaim American Values*.

9:00 – 10:00 a.m. **Session I**

10:15 – 11:15 a.m. **Session II**

11:30 – 12:30 p.m. **Session III**

12:30 – 1:15 p.m. **Topical Lunch**

1:30 – 2:30 p.m. **Session IV**

2:45 – 3:45 p.m. **Session V**

4:00 – 5:00 p.m. **Additional meetings as requested***

6:00 – 9:00 p.m. **Taste of Rhode Island Event on the State House Lawn**



Join conference attendees on the Rhode Island State House lawn, within walking distance of the hotel, to enjoy local food and beverages at a reception hosted by Treasurer Seth Magaziner.

Thursday, May 23, 2019

7:30 – 8:15 a.m. **Peer-to-Peer Networking Breakfast**

8:30 – 9:30 a.m. **Session VI**

9:45 – 10:45 a.m. **Session VII**

11:00 – 12:00 p.m. **Session VIII**

12:00 – 1:15 p.m. **Lunch and Keynote Speaker**

1:30 – 2:30 p.m. **Session IX**

2:45 – 3:45 p.m. **Session X**

4:00 – 5:00 p.m. **Additional meetings as requested***

6:30 – 9:30 p.m. **Networking Reception at Skyline at Waterplace**



Attendees can walk to Skyline, three blocks from the hotel, and enjoy indoor and outdoor networking opportunities with views of the Providence River.

Friday, May 24, 2019

7:30 – 8:15 a.m. **Networking Breakfast**

8:30 – 10:30 a.m. **Two-hour Workshops**

NAUPA Legal Training Details forthcoming

Continuing Professional Education (CPEs)

NAST understands that some of its conference attendees may want to apply for CPEs from their state accrediting authority. We will issue a letter of participation to those interested in seeking CPEs. Please contact NAST within a week of attendance with your request.

* We ask that any ad-hoc meeting requests be held prior to or following the conference. Failing that, space can be granted during the conference if it does not overlap with NAST meetings and will be on a first come, first-served basis. All requests will be reviewed by the Program Committee. Topics for which an ad-hoc meeting is being requested should be reviewed for germaneness to existing NAST committee subject matter oversight and referred to committees for review when possible.

Hotel Information

The Omni Hotel



The 2019 Treasury Management Training Symposium will be held at the Rhode Island Convention Center. The conference hotel is the Omni Providence Hotel which is conveniently connected to the convention center.

The special negotiated rate for TMTS attendees is **\$199/night** plus applicable taxes.

To reserve a room online, [click here](#)

To reserve a room, call (800) 525-9300 and ask for the NAST TMTS group rate.

The cutoff date to receive this rate is Friday, April 19, 2019.