



State of New Hampshire

Office of the Child Advocate



Cassandra Sanchez
Child Advocate

June 29, 2022

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

REQUESTED ACTION

Pursuant to MOP1301, IV, A, 3, authorize the **Office of the Child Advocate (Office)** to advance payment for lodging reservations for more than one night in the amount of \$1388.81 to Sheraton Harborside in Portsmouth New Hampshire on behalf of the Office staff for travel to Portsmouth, New Hampshire to host the United States Ombudsman Association Annual Conference from September 11, 2022 through September 16th, 2022. Effective upon Governor and Council approval. Source of Funds: 100% General Funds

Funds are available in the following account as follows for SFY 2023.

CAT#-DEPT#-AGENCY#-ACTIVITY#-ACCOUNTING UNIT #- DEPT NAME- AGENCY NAME - ACCOUNTING UNIT NAME CLASS- OBJECT - DESC	ACTIVITY CODE	FY23
01-88-88-881010-80260000. Office of the Child Advocate -070 In State Travel	500703	\$1388.81

EXPLANATION

The Office is hosting the United States Ombudsman Association 41st Annual Conference and Preconference sessions at the Sheraton Harborside Hotel in Portsmouth, New Hampshire, September 11th - 16th, 2022. The Conference was awarded in 2019 but due to the pandemic, has only been held virtually since then. As in-person hosts, staff must check in attendees from across the globe. Staff will act as facilitators for presenters, vendors, and guests, as well as coordinate networking events off hours. Due to the times of day staff will be onsite performing host duties, the Office would like to procure two rooms on select nights, totaling 5 room nights, for staff, as travel time and distance to their residence would not be practical.

The **Office of the Child Advocate** requests approval. Your favorable action on this item would be appreciated.

Respectfully submitted,

Cassandra L. Sanchez
The Child Advocate

CS/kk

Attachments: Sheraton invoice



SHERATON

EST. 1937

250 MARKET STREET
PORTSMOUTH, NH 03801
Telephone: (603) 431-2300

Office of the Child Advocate: Rooms Invoice

06/15/2022

Karen Kimel
State of New Hampshire
107 Pleasant Street
Concord, NH 03301

ROOM CHARGES:

Name	Check-In	Check-Out	Nightly Rate	Tax	Nights	Parking	Incidentals	Total
TBD, Guest Name	9/11/2022	9/12/2022	\$ 199.00	\$ 16.92	1	\$ -	\$ -	\$ 215.92
TBD, Guest Name	9/11/2022	9/12/2022	\$ 199.00	\$ 16.92	1	\$ -	\$ -	\$ 215.92
TBD, Guest Name	9/13/2022	9/14/2022	\$ 294.00	\$ 24.99	1	\$ -	\$ -	\$ 318.99
TBD, Guest Name	9/13/2022	9/14/2022	\$ 294.00	\$ 24.99	1	\$ -	\$ -	\$ 318.99
TBD, Guest Name	9/14/2022	9/15/2022	\$ 294.00	\$ 24.99	1	\$ -	\$ -	\$ 318.99
								\$ 1,388.81

ROOM TOTAL:

\$ 1,388.81

Summary of Charges

Description	Charges	Credits
Room Total	\$1,388.81	
Total:	\$1,388.81	\$0.00

BALANCE DUE:

\$1,388.81

CONTACT INFORMATION

Connor Monaghan
Group Billing
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cmonaghan@sheratonportsmouth.com