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STATE OF NEW HAMPSHIRE
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT
 OFFICE of the COMMISSIONER

172 Pembroke Road P.O. Box 1856 Concord, New Hampshire 03302-1856

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June 6, 2014

Her Excellency, Governor Margaret Wood Hassan
 and the Honorable Executive Council
 State House
 Concord, New Hampshire 03301

REQUESTED ACTION

In accordance with the Department of Administrative Services - Manual of Procedures (MOP), Section 1102 (L), authorize a **RETROACTIVE** Out-of-State Travel Reimbursement payment to John DeVivo, Mountain Manager, in the amount of \$417.64 for travel over 300 miles one-way in a state-owned vehicle to East Stroudsburg University, Pennsylvania from April 27-29, 2014 upon Governor and Executive Council approval. 100% Ski Area Fund

Funding is available in account titled, Cannon Mountain, as follows:

		<u>FY14</u>
03-35-35-351510-37030000-080-500712	Out-of-State Travel Reimbursement (Meals)	\$ 92.00
03-35-35-351510-37030000-080-500713	Out-of-State Travel Reimbursement (Hotel)	233.26
03-35-35-351510-37030000-080-500716	Out-of-State Travel Reimbursement (Fuel/Misc)	<u>92.38</u>
	Total:	\$417.64

EXPLANATION

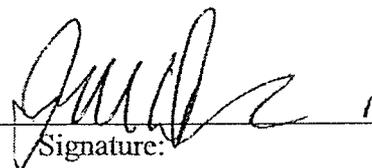
Mr. DeVivo received authorization from the Department to travel by state vehicle to East Stroudsburg, Pennsylvania to serve as guest lecturer as well as to work on strengthening Mid Atlantic college community connections with Cannon Mountain. His departure from headquarters in Concord, NH was less than 300 miles to his destination and traveling by vehicle was more efficient and less costly than air travel which would have required multiple connections and rental car expenses. However, we incorrectly applied the 300 mile rule under MOP, Section 1102 (K) which requires travel by air if mileage from the employee's official headquarters is greater than 300 miles. For Mr. DeVivo's travel, his official headquarters should not have been considered from Concord but from Franconia which is greater than the 300 miles. Therefore, retroactive approval is being requested for reimbursement to Mr. DeVivo.

Your approval of this retroactive request will provide reimbursement to an employee who was serving in an official capacity for the Department. Thank you for your consideration.

Respectfully submitted,


 Jeffrey J. Rose
 Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF RESOURCES AND ECONOMIC DEVELOPMENT
DIVISION: Parks & Recreation / Cannon Mountain

FROM: Cannon Mountain GM (John DeVivo)  4/18/14
Signature: _____ Date: _____

SUBJECT: Request for Approval -- Out of State Travel

TO: Jeffrey J. Rose
Commissioner

Authorization for 3 Day(s) of out of state travel is requested.

DATES: From April 27, 2014 To April 29, 2014

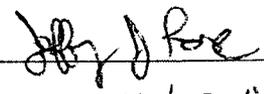
PURPOSE OF TRAVEL: For John DeVivo, General Manager, to visit the East Stroudsburg University as a Cannon Mountain, State of New Hampshire representative. John DeVivo has been requested to speak at the University during several classes and an Advisory Board function. As a state representative it will provide for a fantastic outreach opportunity; strengthening network connections; speaking with prospective interns; exposing new insight from a mid-Atlantic college population and promoting Franconia Notch State Park and Cannon Mountain. He will depart from Concord on Sunday April 27th after meeting with David Fitzgerald, President of the Franconia Ski Club, in regards to the Mittersill Project. Upon his return he will be delivering summary materials to the Concord Headquarters.

Total costs:

Registration Fees:	N/A
Hotel:	\$233.26
Meals:	\$118.00
Misc:	\$175.00
TOTAL:	\$526.26

Transportation will be via state vehicle.

FUNDS AVAILABLE \$ 594.84
37030000-080-35CA0313

 Commissioner
4/22/14 Approval Date