

2B JKW

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: August 19, 2014

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Fish and Game requests permission for 2 employees or their designees to travel to Clayton, New York for 4 days of out-of-state travel status from September 29 to October 2, 2014.

Conference/Workshop/Seminar Title

2014 Region 5 Wildlife and Sport Fish Restoration Coordinators Meeting

Purpose of Travel

The Fish and Game Department requests a waiver from MOP Section 1102 (K), which requires travel outside a 300 mile radius by tourist class air passage and authorization for Randy Curtis, Federal Aid Coordinator and Linda Shaw, Federal Aid Accountant to travel via State vehicle to Clayton, New York.

The purpose of this meeting is to attend the Wildlife and Sport Fish Restoration Program Coordinators Meeting to become updated in the latest financial and programmatic information regarding federal grants.

Attendees and their Titles

- | | |
|---|-----------|
| <u>1. Randy Curtis, Federal Aid Coordinator</u> | <u>5.</u> |
| <u>2. Linda Shaw, Federal Aid Accountant</u> | <u>6.</u> |
| <u>3.</u> | <u>7.</u> |
| <u>4.</u> | <u>8.</u> |

Fiscal Information - Summary

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ _____	Appropriation of Out-of-State Travel	\$ _____
0711	Per Diem in Lieu	\$ _____	Amount Expended to date	\$ _____
0712	Meals	\$ <u>334</u>	Available Balance	\$ _____
0713	Hotel	\$ <u>650</u>	Amount requested this authorization	\$ _____
0714	Mileage	\$ _____	Estimated Balance Available	\$ _____
0715	Operation State Car	\$ _____		
0717	Miscellaneous (tolls)	\$ <u>20</u>	Appropriation Code	<u>20 - 075 - 1171 - 080</u> <u>20 075 2110 080</u>
0719	Registration Fees	\$ <u>100</u>	Source of Funds	See Detail for Breakdown
		\$ <u>1,104</u>		

Authorized Signature

Glenn Normandeau

 Glenn Normandeau, Executive Director

Fiscal Information - Detail #1

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ _____	Appropriation of Out-of-State Travel	\$ _____ 1,000
0711	Per Diem in Lieu	\$ _____	Amount Expended to date	\$ _____ 0
0712	Meals	\$ _____ 334	Available Balance	\$ _____ 1,000
0713	Hotel	\$ _____ 650	Amount requested this authorization	\$ _____ 984
0714	Mileage	\$ _____	Estimated Balance Available	\$ _____ 16
0715	Operation State Car	\$ _____		
0717	Miscellaneous	\$ _____	Appropriation Code	20 - 075 - 2110 - 080
0719	Registration Fees	\$ _____	Source of Funds	75% Federal 25% Fish & Game
		\$ _____ 984		

Fiscal Information - Detail #2

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ _____	Appropriation of Out-of-State Travel	\$ _____ 2,500
0711	Per Diem in Lieu	\$ _____	Amount Expended to date	\$ _____ 0
0712	Meals	\$ _____	Available Balance	\$ _____ 2,500
0713	Hotel	\$ _____	Amount requested this authorization	\$ _____ 120
0714	Mileage	\$ _____	Estimated Balance Available	\$ _____ 2,380
0715	Operation State Car	\$ _____		
0717	Miscellaneous(Tolls)	\$ _____ 20	Appropriation Code	20 - 075 - 1171 - 080
0719	Registration Fees	\$ _____ 100	Source of Funds	75% Federal 25% Fish & Game
		\$ _____ 120		

Fiscal Information - Detail #3

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ _____	Appropriation of Out-of-State Travel	\$ _____
0711	Per Diem in Lieu	\$ _____	Amount Expended to date	\$ _____
0712	Meals	\$ _____	Available Balance	\$ _____
0713	Hotel	\$ _____	Amount requested this authorization	\$ _____
0714	Mileage	\$ _____	Estimated Balance Available	\$ _____
0715	Operation State Car	\$ _____		
0717	Miscellaneous	\$ _____	Appropriation Code	_____ - _____ - _____ - _____
0719	Registration Fees	\$ _____	Source of Funds	_____ - _____ - _____ - _____
		\$ _____		

Fiscal Information - Detail #4

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ _____	Appropriation of Out-of-State Travel	\$ _____
0711	Per Diem in Lieu	\$ _____	Amount Expended to date	\$ _____
0712	Meals	\$ _____	Available Balance	\$ _____
0713	Hotel	\$ _____	Amount requested this authorization	\$ _____
0714	Mileage	\$ _____	Estimated Balance Available	\$ _____
0715	Operation State Car	\$ _____		
0717	Miscellaneous	\$ _____	Appropriation Code	_____ - _____ - _____ - _____
0719	Registration Fees	\$ _____	Source of Funds	_____ - _____ - _____ - _____
		\$ _____		

Curtis, Randy

From: Driscoll, Judy <judy_driscoll@fws.gov>
Sent: Thursday, July 10, 2014 11:19 AM
To: alicia.nelson@mrc.virginia.gov; bbarner@state.pa.us; doneill@dnr.state.md.us; Stephanie Cunningham; almckelv@gw.dec.state.ny.us; bret.a.preston@wv.gov; Bucher, Leon; csimon@dnr.state.md.us; Dibona Shelley A. (DNREC); Ervin, Julia; gcamus@pa.gov; Gomez, Steve; gtherres@dnr.state.md.us; joanne.goodwin@dc.gov; King, Bryan (DDOE); Leckie, Fred (DGIF); Longcor, Robert; McCarthy, Kris (MISC); Michael Sawyers (FWE); Petrillo, Tony; Curtis, Randy; Sharon.wilson@mrc.virginia.gov; Sherri.Watson@maine.gov; Sondra King; Steve Hurst; Stone, Julia; Sue-Ann Brann; Veronica Masson; Warner, Scott A; Wiley, Kelly; Alberto Ortiz; Alison Whitlock; Blanton, Dee; Dan Leahy; Danny Divico; Jen Stone; JoEllen Harris; John Organ; Judy Driscoll; Mary Kandar; Ron Essig; Sadie Stevens; Sculley, Colleen; Sharon Koroski; Thomas Decker; rachel.barde@parks.ny.gov; randy.michaelson@ct.gov; veronica.moulis@maryland.gov; Bilodeau, Gilbert M.; Brant, Ginny (DPW); Christopher.A.George@maine.gov; emily.s.fleck@wv.gov; jeffrey.perry@dep.state.nj.us; Elmasry, Joanne; Karen.Fleri@dgif.virginia.gov; kelvin.parson@dc.gov; lkholst@gw.dec.state.ny.us; Lori Cookman; michelle.goncalo@dem.ri.gov; pamela.severson@state.de.us; Parker, Wendy; pmrorke@gw.dec.state.ny.us; Wendy Harrington; Steve Barton
Subject: 2014 WSFR Program Coordinators Meeting - September 30-October 1, 2014

Greetings:

Just a quick note to let you know that this year's Wildlife and Sport Fish Restoration (WSFR) Program Coordinators Meeting will be held Tuesday, September 30 through Wednesday, October 1, 2014, with travel days on Monday, September 29th and Thursday, October 2nd.

The meeting will be held at the 1000 Island Harbor Hotel located on the St. Lawrence River in the scenic 1000 Islands region in Clayton, New York. <http://www.1000islandsharborhotel.com>. The rooms are being held at the government rate of \$96.00/day. You may make a reservation on-line at <http://www.1000islandsharborhotel.com> or by calling 315-686-1100. The group code to enter or reference to receive the government rate is NYSDEC. The cut-off date for reservations at this rate is August 29, 2014.

There will be a \$50.00 registration fee this year that will include a banquet dinner on Wednesday evening. We will be developing an agenda and sending out a registration form shortly. Look forward to seeing you all in New York!

--
Judy Driscoll
Grants Fiscal Officer
U.S. Fish & Wildlife Service

300 Westgate Center Drive
Hadley, MA 01035
Phone: 413-253-8409

**2014 Region 5 Wildlife and Sport Fish Restoration
Coordinators Meeting**

1000 Islands Harbor Hotel
200 Riverside Drive
Clayton, NY 13624
315-686-1100

September 29

Travel to meeting

September 30

7:30-8:30? Continental Breakfast

8:30 Welcome and Introductions: Acting WSFR Chief, NY DEC official?

8:45 Washington Office Update: Steve Barton

- Revenue projections
- Sequestration – thing of the past?
- Program income as match
- Multi-year licenses
- National Section 106 programmatic agreement
- Project leader e-learning potential

10:00 Break

10:15 Wildlife Restoration Bump: Round robin among States

- Plans for spending
- Reversion potential

11:00 Hunter Education: Dee Blanton

- Use of HE funds for construction/maintenance of shooting ranges
- Recruitment, retention and re-engagement
- Update on Council to Advance Hunting and the Shooting Sports

11:30 Tribal Notification Update: Sadie Stevens

12:00 – 1:00 Lunch

1:00 Fiscal Update: Judy Driscoll, Mary Kandar, JoEllen Harris, Dan Divico

- Audit update
- Financial reports
- Other

1:30 Fiscal and Programmatic Issues: Judy Driscoll, Ron Essig, Tom Decker
- Tuition
- Program income

2:15 Break

2:30 TRACS: Ron Essig, Jen Stone, Fred Leckie
- System status
- Training
- Roles and State and WSFR staff
- Implementation
- Sample grant data entry

4:00 State Coordinators Breakout Session

5:00 Adjourn

October 1

7:30-8:30? Continental Breakfast

8:30 State Coordinators Breakout Report: Randy Curtis

9:00 Statewide Boating Access Planning: Veronica Masson, Jen Stone

9:30 Wildlife Action Plan Revisions: Dee Blanton

10:00 Break

10:15 Section 6 Agreements and Take Authorizations: Alison Whitlock

10:45 Land Management Issues: Colleen Sculley, Tom Decker, Dan Leahy
- Lands chapters
- Buildings and residences on WMAs
- Oil and gas development white paper

12:00 – 1:00 Lunch

1:00 User fees and permit systems: Round robin among States

2:00 Adjourn – Gather for field visit to Governors Island

6:00 Banquet dinner

October 2

Travel home

**COMPARISON OF AIR TRAVEL VS. STATE VEHICLE
TO CLAYTON NEW YORK**

AIR TRAVEL
(Manchester to Syracuse and return)
Airfare 1. \$483.20
2. \$483.20

STATE VEHICLE TRAVEL
Concord to Clayton, New York
371.61 miles (743.22 miles round trip)
\$93 Estimate Gas (28 MPG X \$3.50/gal)

RENTAL CAR
Syracuse to Clayton, NY
\$170.12 unlimited mileage

TOLLS (Estimate) \$20.00

**TRAVEL TIME FLY (INCLUDES
ROUNDRIP AIRPORT TIME,
NON STOP FLIGHT)**
1. 12 Hrs. x \$35.14 = \$421.68
2. 12 Hrs. x \$21.87 = \$262.44

TOTAL DRIVE TIME
6.5 hours 1 way
1. 13 Hrs. x \$35.14 = \$456.82
2. 13 Hrs. x \$21.87 = \$284.31

TRAVEL TIME RENTAL CAR
1. 2 Hrs. x \$35.14 = \$70.28
2. 2 Hrs. x \$21.87 = \$43.74

TOTAL TIME COST = \$798.14

TOTAL TIME COST = \$741.13

**TOTAL AIR & SHUTTLE
TRAVEL COST = \$1,136.52**

**TOTAL VEHICLE
OPERATION COST = \$113.00**

TOTAL: \$1,934.66

TOTAL: \$854.13

Total Savings to State: \$1,080.53

The Fish and Game Department requests a waiver from MOP 1102(K), which requires travel outside a 300 mile radius by tourist class air passage and authorization for Randy Curtis and Linda Shaw to travel via State vehicle to Clayton New York.

Curtis, Randy

From: Jeff Gallant <Jeff.Gallant@milnetravel.com>
Sent: Wednesday, August 13, 2014 10:37 AM
To: Curtis, Randy
Subject: travel sep. 29

Hello Randy,

The requested information is as follows:

US Air
Sept. 29
Depart Manchester.....1136am
Arrive Philadelphia.....109pm
Depart Philadelphia.....235pm
Arrive Syracuse.....337pm

Oct. 02
Depart Syracuse.....1136am
Arrive Philadelphia.....1247pm
Depart Philadelphia.....200pm
Arrive Manchester.....316pm

Airfare.....\$483.20
Mid size car with Enterprise.....\$170.12 unlimited miles

Thank you,

Jeff Gallant
Milne Travel American Express
40 Patchen Road
South Burlington VT 05403
<http://www.milnetravel.com>

802-735-1386



Trip to:
[604 - 604] Riverside Dr
 Clayton, NY 13624-1043
 371.61 miles / 6 hours 29 minutes
 Notes

**Which "Carb" Kills
your Blood Sugar?**

**Click To Reveal #1 Worst Carb EVER
(Don't Eat This!)**
 FixYourBloodSugar.com

	A	11 Hazen Dr, Concord, NH 03301-6502	Download Free App
●		1. Start out going south on Hazen Dr toward Charles Doe Dr. Map	0.2 Mi 0.2 Mi Total
➔		2. Turn right onto Loudon Rd / NH-9. Map <i>Loudon Rd is just past Charles Doe Dr State of New Hampshire is on the corner</i>	0.9 Mi 1.1 Mi Total
⬆️		3. Merge onto I-93 S via the ramp on the left toward I-89 / Manchester / Lebanon. Map <i>If you reach Stickney Ave you've gone a little too far</i>	2.8 Mi 3.9 Mi Total
⬆️		4. Merge onto I-89 N toward Lebanon / White River Jct VT. Map	8.2 Mi 12.1 Mi Total
⬆️		5. Merge onto NH-9 W via EXIT 5 on the left toward Henniker / Keene. Map	41.8 Mi 53.9 Mi Total
⬆️		6. Merge onto NH-12 S / NH-10 S / NH-9 W / Franklin Pierce Hwy toward Swanzey / Vermont. Map	1.7 Mi 55.6 Mi Total
➔		7. Take Route 9 / NH-9 toward Vermont (Crossing into Vermont). Map	14.4 Mi 70.0 Mi Total
⬆️		8. Route 9 / NH-9 becomes VT-9. Map	0.2 Mi 70.3 Mi Total
➔		9. Enter next roundabout and take the 2nd exit. Map	0.4 Mi 70.7 Mi Total
⬆️		10. Stay straight to go onto I-91 S. Map	2.4 Mi 73.1 Mi Total
⬆️		11. Take the VT-9 W exit, EXIT 2, toward Bennington / Brattleboro. Map	0.5 Mi 73.6 Mi Total
⬆️		12. Merge onto VT-9 toward Bennington / MARLBORO COLLEGE / Wilmington. Map <i>If you are on Western Ave and reach Brattle St you've gone a little too far</i>	37.4 Mi 111.0 Mi Total

- 



13. Merge onto **VT-279 W** toward **US-7 N**. [Map](#)

2.4 Mi
113.4 Mi Total
- 



14. Merge onto **US-7 N / VT-279 W** toward **US-7 N / Rutland / Troy**. [Map](#)

0.4 Mi
113.8 Mi Total
- 



15. Merge onto **VT-279 W / Bennington Byp W** via the exit on the left toward **Troy** (Crossing into New York). [Map](#)

4.0 Mi
117.7 Mi Total
- 

16. **VT-279 W / Bennington Byp W** becomes **Bennington Connector**. [Map](#)

1.2 Mi
118.9 Mi Total
- 



17. **Bennington Connector** becomes **NY-7**. [Map](#)

24.6 Mi
143.5 Mi Total
- 



18. Turn **slight right** onto **NY-7 / Collar City Bridge**. Continue to follow **NY-7 W**. [Map](#)
NY-7 W is just past 9th St

4.3 Mi
147.8 Mi Total
- 



19. Merge onto **I-87 S / Adirondack Northway S** via the exit on the left toward **Albany**. [Map](#)

6.3 Mi
154.1 Mi Total

Highway Exits

 **Exit 2W**
Make a reservation: 1-800-536-0738

- 



20. Merge onto **I-90 W** toward **New York / Buffalo** (Portions toll). [Map](#)

129.1 Mi
283.2 Mi Total

Highway Exits

 **Exit 25** **Exit 27** **Exit 31**
Make a reservation: 1-800-536-0738

- 



21. Merge onto **I-481 N** via **EXIT 34A** toward **Oswego / Watertown**. [Map](#)

5.7 Mi
288.9 Mi Total

- 



22. Merge onto **I-81 N** via **EXIT 9N** toward **Watertown**. [Map](#)

62.5 Mi
351.3 Mi Total

Highway Exits

 **Exit 36**
Make a reservation: 1-800-536-0738

- 

23. Take the **NY-12** exit, **EXIT 47**, toward **Bradley St / Clayton**. [Map](#)

0.2 Mi
351.5 Mi Total

- 



24. Turn **left** onto **NY-12 / State Route 12**. Continue to follow **NY-12**. [Map](#)
If you reach I-81 N you've gone about 0.1 miles too far

19.6 Mi
371.1 Mi Total

- 

25. Stay **straight** to go onto **James St**. [Map](#)

0.5 Mi
371.6 Mi Total

- 

26. Turn **left** onto **Riverside Dr**. [Map](#)
Mar's Pizzeria is on the left

0.03 Mi
371.6 Mi Total

■ 27. [604 - 604] RIVERSIDE DR. [Map](#)

If you reach Bain St you've gone a little too far



[604 - 604] Riverside Dr, Clayton, NY 13624-1043

Total Travel Estimate: 371.61 miles - about 6 hours 29 minutes



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U.S. General Services Administration

Sea

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FY 2014 Per Diem Rates for Watertown, New York

(October 2013 - September 2014)

SEARCH BY CITY, STATE OR ZIP CODE

Enter your city OR Enter your ZIP Code

ADDITIONAL PER DIEM TOPICS

- [Meals & Incidental Expenses Breakdown \(M&IE\)](#)
- [FAQs](#)
- [State Tax Exemption Forms](#)
- [Factors Influencing Lodging Rates](#)
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Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website](#) (a non-federal website).

The following rates apply for **Watertown, New York**

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meal & Inc Exp.*	
		2013			2014										
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Watertown	Jefferson	96	96	96	96	96	96	96	96	96	96	96	96	96	56

* NOTE: Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.
 ** Meals and Incidental Expenses, see [Breakdown of M&IE Expenses](#) for important information on first and last days of travel.

CONTACTS

- [Additional Contacts for](#)
- [Travel Management Policy](#)

NEED MORE INFORMATION?

- [Rates for Alaska, Hawaii, U.S. Territories and Possessions \(set by DoD\)](#)
- [Rates in Foreign Countries \(Set by State Dept\)](#)
- [Federal Travel Regulations \(FTR\)](#)

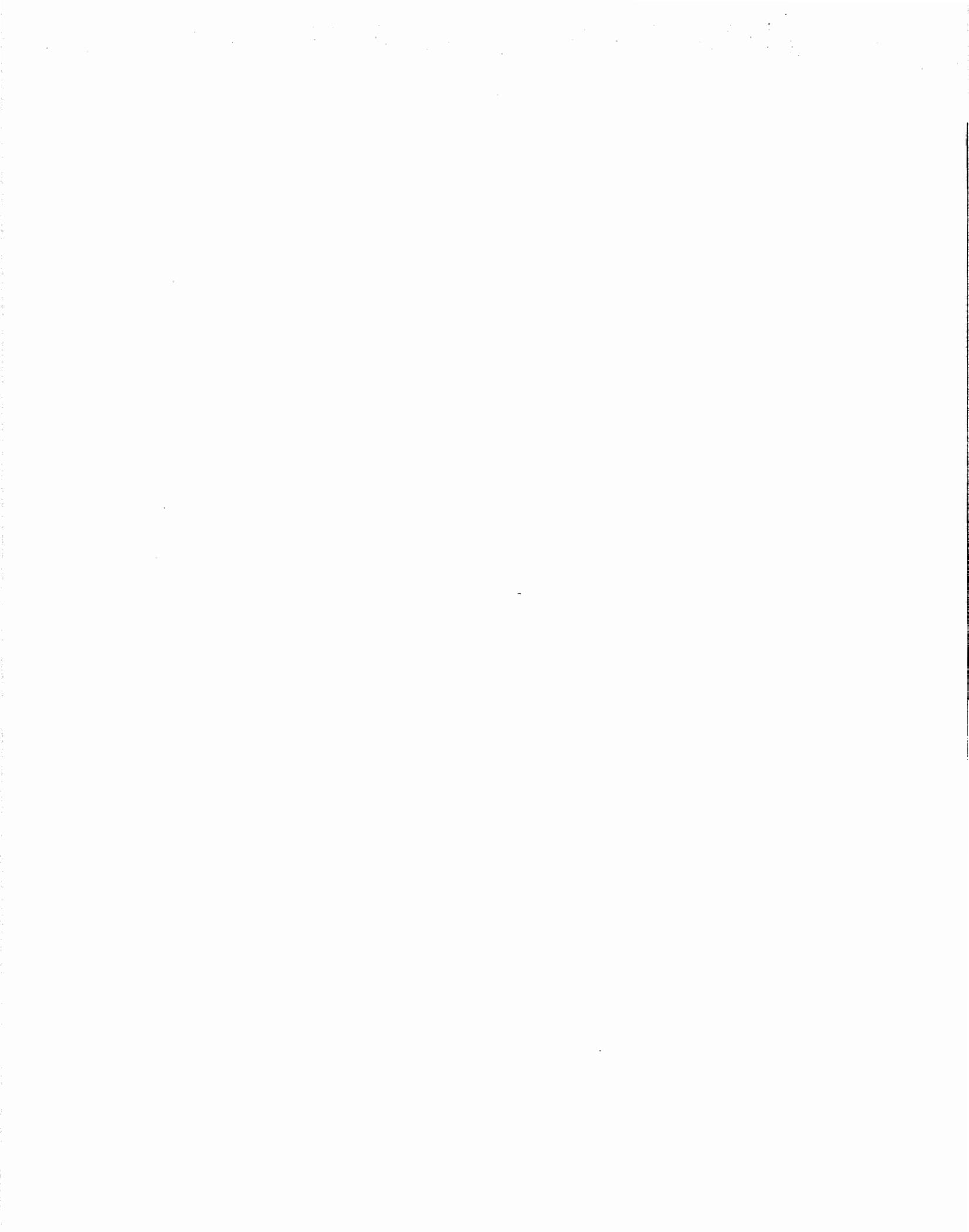
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- Factors Influencing Lodging Rates
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Meals and Incidental Expenses (M&IE) Breakdown

The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to [Section 301-11.18 of the Federal Travel Regulation](#) for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

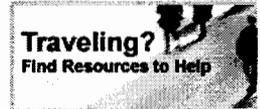
The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from \$46 to \$71). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at www.gsa.gov/perdiem. The M&IE rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers).

Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
\$46	\$7	\$11	\$23	\$5
\$51	\$8	\$12	\$26	\$5
\$56	\$9	\$13	\$29	\$5
\$61	\$10	\$15	\$31	\$5
\$66	\$11	\$16	\$34	\$5
\$71	\$12	\$18	\$36	\$5

#3 allowed

QUESTIONS:
For all travel policy questions, email travelpolicy@gsa.gov.



- RELATED GSA TOPICS**
- State Tax Exemption Forms
 - FedRooms®
 - Travel E-mail Notification
 - POV Mileage Reimbursement Rat

- GOVERNMENT LINKS**
- Fire Safety Information

This table lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

Total	First & Last Day of Travel
\$46	\$34.50
\$51	\$38.25
\$56	\$42.00
\$61	\$45.75
\$66	\$49.50
\$71	\$53.25

Looking for the foreign and outside the continental United States (OCONUS) breakdown chart? Visit [FTR Appendix B](#). (Note: Appendix B breakdowns do not apply to any locations in the continental United States; use the chart listed above.)

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