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## State of New Hampshire

DEPARTMENT OF SAFETY  
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ROBERT L. QUINN  
 COMMISSIONER

September 8, 2022

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

### REQUESTED ACTION

Pursuant to MOP 1301 (IV, A, 2), the Department of Safety, Division of Fire Safety, requests authorization for one Modular Building Program Manager to travel over 300 miles one way in a marked state vehicle in the amount of \$904.87, from October 3, 2022 through October 7, 2022, upon Governor and Council approval. 100% Agency Income.

Funds are available in the SFY2023 operating budget as follows:

010-023-50070000	Department of Safety - Division of Fire Safety – Modular	<u>SFY2023</u>
080-500715	– Out of State Travel Reimbursement - Operation – State Car (Out of State)	\$904.87

### EXPLANATION

This request is for approval to travel outside a 300 mile radius for one Modular Building Program Manager to travel for the purpose of conducting audits at four plants operated by two modular manufacturers to ensure modular construction is built in accordance with the codes and standards adopted at the state level per RSA 205-C:4. The individual is traveling in a state issued, marked, state vehicle. The dates will be October 3 – 7, 2022.

The round trip mileage from Washington, New Hampshire to New Columbia, PA is 940 miles. The total cost of the trip to include travel by air and use of a rental car for the same time frame is estimated to be \$1,691.81. The cost of the trip traveling by state vehicle is estimated to be \$904.87. **The savings to travel by state vehicle versus travel by air is \$786.94** (see Attachment A for comparisons). The employee will not be paid overtime during the time frame of travel.

All maintenance on the State issued unmarked state vehicle is up to date. The Division of Safety 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,

Robert L. Quinn  
 Commissioner of Safety

**REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL**

Date: September 7, 2022

**TO THE HONORABLE GOVERNOR & COUNCIL:**

The Department of Safety, Division of Fire Safety, requests permission for Paul L. Leischner from the Modular Program to travel to Middleburg/Mifflinburg, PA for 5 days of out-of-state travel status from October 3 through October 7, 2022.

**Conference/Workshop/Seminar Title**

Modular manufacturing audits

**Purpose of Travel**

Pursuant to the Department of Administrative Services Manual of Procedure (MOP) 1301 (IV, A, 2), the Department of Safety, Division of Fire Safety, requests approval for travel outside a 300 mile radius (see attachment B) for one Modular Building Program Manager to travel for the purpose of conducting audits at four plants / two modular manufacturers to ensure modular construction is built in accordance with the codes and standards adopted at the state level per RSA 205-C:4. The individual is traveling in a state issued, marked, state vehicle. The dates will be October 3 – 7, 2022.

The round trip mileage from Washington, New Hampshire to New Columbia, PA is 940 miles. The total cost of the trip to include travel by air and use of a rental car for the same time frame is estimated to be \$1,691.81. The cost of the trip traveling by state vehicle is estimated to be \$904.87. **The savings to travel by state vehicle versus travel by air is approximately \$786.94** (see Attachment A for comparisons). The employee will not be paid overtime during the time frame of travel.

All maintenance on the State issued unmarked state vehicle is up to date. The Division of Safety 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.

**Attendee and Title**

Paul L. Leischner, Modular Building Program Manager

**Fiscal Information - Summary**

Obit	Discription	Amount		Amount
0710	Common Carries	\$	Appropriation of Out-of-State Travel	\$ 4,125.00
0711	Per Diem In Lieu	\$ 270.00	Amount Expended to Date	\$ 0
0712	Meals	\$	Available Balance	\$ 4,125.00
0713	Hotel	\$ 435.12	Amount requested this authorization	\$ 904.87
0714	Mileage	\$	Estimated Balance Available	\$ 3,220.13
0715	Operation State Car	\$ 199.75		\$
0717	Miscellaneous	\$		
0719	Registration Fees	\$		
		\$		

Appropriation code: 010-023-5007-080-500715

Source of Funds: 100% General Funds

Division Director:   
*For Marshal Journey*

Commissioner of Safety: 

**ATTACHMENT A**

**AIR TRAVEL BREAKDOWN**

**TRAVEL BY AIR – TIME REQUIRED**

Round Trip to Manchester Airport in vehicle from residence in Washington, NH	1.45
Arrival Time at Manchester Airport prior to departure	1.30
Air Travel from Manchester Airport to Harrisburg, PA	3.30
Round Trip Rental Car Travel between Hotel and Airport	2.40
Arrival Time at Harrisburg Airport prior to departure	1.30
Air Travel from Harrisburg, PA to Manchester, NH	<u>3.35</u>
Total Hours Round Trip	<b>14.30</b>

**TRAVEL BY AIR – TRIP COST**

Economy Flight Round Trip NH to PA	\$729.20
Economy Car Rental	\$214.99
Fuel – Estimated 285 miles @ 30 MPG = 10 gal @ \$4.25/gal	\$42.50
Hotel	\$435.12
Meals Per Diem – GSA Rate	<u>\$270.00</u>
<b>TOTAL COST TO TRAVEL BY AIR</b>	<b>\$1691.81</b>

**VEHICLE TRAVEL BREAKDOWN**

**TRAVEL BY VEHICLE – TIME REQUIRED**

Washington, NH to New Columbia, PA	14.15
Total Hours Round Trip	<b>14.15</b>

**TRAVEL BY VEHICLE – TRIP COST**

Fuel – Estimated 940 miles @ 20 MPG* = 47 gal @ \$4.25/gal	\$199.75
* Older vehicle is expected to get less MPG than newer rental vehicle	
Hotel	\$435.12
Meals Per Diem – GSA Rate	<u>\$270.00</u>
<b>TOTAL COST TO TRAVEL BY VEHICLE</b>	<b>\$904.87</b>

**COST COMPARISON USING MOTOR VEHICLE TRAVEL**

<b>AIR TRAVEL:</b>	<b>\$1,691.81</b>
<b>VEHICLE TRAVEL:</b>	<b>\$904.87</b>

**SAVINGS IF DRIVEN: \$786.94**

**ATTACHMENT B**

**Excerpt from**

**MOP 1301 Reimbursement of Travel**

**IV. Travel Matters Requiring the Approval of the Governor and Executive Council**

**A. The following matters relating to travel require the approval of the Governor and Executive Council:**

- 1. A request for a cash advance to an employee for the purpose of travel;**
- 2. Authorization for travel by any mode of transportation other than economy class air travel when work is to be performed outside of a 300-mile radius of the Employee's Official Headquarters;**

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