



ROBERT L. QUINN  
COMMISSIONER

## State of New Hampshire

DEPARTMENT OF SAFETY  
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November 21, 2022

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

### REQUESTED ACTION

Pursuant to MOP 1102 (L), the Department of Safety, Division of State Police, requests authorization for two Troopers to travel over 300 miles one way in a rental vehicle in the amount of \$4,092.04 to transfer ownership of K-9 Lincoln from New Hampshire State Police to the Warrior Dog Foundation near Greenville, Texas on a date to be determined upon Governor and Council approval. 41.05% Highway Funds, 33.87% General Funds, 25.08% Turnpike Funds.

Funds are available in the SFY2023 operating budget as follows:

02-23-23-234015-40030000	Department of Safety – Div. of State Police – Canine Unit	<u>SFY 2023</u>
080-500715	– Out of State Travel Reimbursement - Operation – (Out of State)	\$4,092.04

### EXPLANATION

This request is for approval to travel outside a 300-mile radius for two Troopers in a rental vehicle one way and airplane on return trip for the purpose of transferring ownership of K-9 Lincoln to the Warrior Dog Foundation on a date to be determined. The one-way mileage from Manchester, New Hampshire to Greenville, Texas is 1,753 miles. The total cost for travel by use of a rental car and airfare for the 5-day time frame to Greenville is \$4,092.04. Due to the fact that air transportation was not available to transport K-9 Lincoln, there is no cost comparison (see Attachment A for breakdown of costs).

The purpose of this travel is to transfer K-9 Lincoln to the Warrior Dog Foundations. K-9 Lincoln's handler is Lt. Vincent Grieco. Lt. Grieco was recently promoted and transferred to the Recruitment and Training Unit where he serves as the Commander after dedicating twelve years of service to the Canine Unit. As a result of this promotion and transfer, K-9 Lincoln was taken off line from service after six years of dedicated service.

Based on the age of K-9 Lincoln and his demeanor, it has been decided that he would be better suited at a facility that houses working canines in order to place them in a new home or job that is suitable for this type of dog. After researching and locating a suitable organization, Sgt. Gary Ingham of the Canine Unit has coordinated a transfer of ownership to the Warrior Dog Foundation

Transportation by airplane to Greenville was not an option due to the multiple restrictions including that the maximum dog crate allowed by airlines is too small for K-9 Lincoln. We are unable to fly the dog in the passenger compartment due to seat size and restrictions on dog crates.

Respectfully submitted,

Robert L. Quinn  
Commissioner of Safety

**Fiscal Information – Summary**

<u>Obit</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carrier	\$ 2,329.56	Appropriation of Out-of-State Travel	\$ 50,000.00
0711	Per Diem In Lieu	\$	Amount Expended to Date	\$ 15,704.35
0712	Meals	\$ 626.00	Available Balance	\$ 34,295.65
0713	Hotel	\$ 517.48	Amount requested this authorization	\$ 4,092.04
0714	Mileage	\$	Estimated Balance Available	\$ 30,203.61
0715	Operation State Car	\$		\$
0717	Miscellaneous	\$ *619.00	*Fuel and Toll Costs one way	
0719	Registration Fees	\$		
	TOTAL	\$ 4,092.04		

Appropriation Code: 15-023-4003-080-500715

Source of Funds: 41.07% Highway Funds, 34.77% General Funds, 24.16% Turnpike Funds

Division Director: *Michael S. Supina* Commissioner of Safety: *[Signature]*

**ATTACHMENT A**

**TRAVEL BY VEHICLE/AIRPLANE COST BREAKDOWN**

**TRAVEL BY VEHICLE ONE WAY – TIME REQUIRED:**

Manchester, New Hampshire to Greenville, Texas 26.00 Hours – One Way

**TRAVEL BY AIR ONE WAY – TIME REQUIRED:**

Dallas, Texas to Manchester, New Hampshire 5.37 Hours – One Way

**TRAVEL BY VEHICLE – TRIP COST:**

Mileage, 1,753 miles for one rental vehicle from Manchester, NH to Greenville, TX  
*Current cost for fuel* \$ 469.00  
Rental Vehicle Unlimited Miles \$ 1,631.56  
Tolls (R/T) – Approximate \$ 150.00  
Lodging for 3 nights \$ 517.48  
Airfare @ \$349.00 x2 \$ 698.00  
Meals for 5 days for 2 Troopers \$ 626.00  
(2 days @ \$53.00/Day x2 Troopers) [GSA Rate]  
(3 days @ \$69.00/Day x2 Troopers) [GSA Rate]

**TOTAL COST TO TRAVEL BY VEHICLE:** \$4,092.04

## **ATTACHMENT B**

### **DEPARTMENT OF ADMINISTRATIVE SERVICES – MANUAL OF PROCEDURES**

#### **Section 1102 General Reimbursement Policy**

- (A) These policies apply to all Executive Branch agencies.
- (B) It is the State's policy to limit costs to only those expenses that are necessary to conduct State business.
- (C) Employees who are on travel status are required to keep costs within reasonable limits.
- (D) These policies are intended to provide clear and consistent guidelines and procedures to ensure:
  - 1. Employees are reimbursed fairly and in a consistent manner.
  - 2. Employees are provided with clear and consistent travel expense reimbursement instructions.
  - 3. Compliance with applicable state and federal regulations (RSA 4:15, OMB Circular A-87, etc) and meet the Internal Revenue Service (IRS) definition of an accountable plan.
  - 4. Expenses and reimbursements that conform to this policy are not reported as taxable income to the individual with the exception of call back commuter mileage.
- (E) Only travel performed in the course of State duties shall be reimbursable under the provisions of RSA 4:15.
- (F) Heads of departments, assistants, and employees shall not be allowed the expense of travel between their residence and their official headquarters.
- (G) Travel reimbursement shall not include any costs that are incurred solely for the convenience or enjoyment of the employee.
- (H) All requests for out-of-state travel requiring authorization of Governor and Council shall be made on the prescribed, "Request for Authorization of Out-of-State Travel," showing the full detail of expense to be incurred and the justification for the request.
- (I) All requests for out-of-state travel requiring authorization of Governor and Council shall be transmitted through the budget office with an original and three copies.
- (J) The mode of travel, performed within a 300 mile radius of the employee's official headquarters, shall be at the discretion of the employee's department head or designee.

- (K) The mode of travel, performed outside of a 300 mile radius of the employee's official headquarters, shall be economy class airfare on commercial airlines.
- (L) Governor and Council approval shall be required for travel, performed outside of a 300-mile radius of the employee's official headquarters, by any mode other than economy class airfare on commercial airlines flying.
- (M) The Commissioner of the Department of Administrative Services, or designee, may approve exceptions to provisions of this policy, to the extent justified and approved by the employee's department head or designee.
- (N) The Governor and Executive Council shall make the final determination in dispute concerning the reimbursement of travel expense.