



Scott R. Mason
Executive Director

New Hampshire Fish and Game Department

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1 A

December 29, 2022

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

REQUESTED ACTION

Pursuant to MOP 1102 (L), authorize the New Hampshire Fish and Game Department's, Nongame and Endangered Wildlife Program, to allow Brendan Clifford, Wildlife Biologist, to travel over 300 miles one-way in a state vehicle to Shepherdstown, West Virginia to attend the 2023 Atlantic Coast Piping Plover and Least Tern Workshop, hosted at the National Conservation and Training Center from January 30 to February 3, 2023, effective upon Governor and Executive Council approval. 90% Federal Funds 10% Other Funds (Nongame).

EXPLANATION

New Hampshire Fish and Game is requesting permission for Brendan Clifford, Wildlife Biologist with the Nongame and Endangered Wildlife Program, to travel to Shepherdstown, West Virginia via state vehicle to attend the 2023 Atlantic Coast Piping Plover and Least Tern Workshop. Mr. Clifford coordinates the monitoring and management of piping plovers and least terns in New Hampshire and regularly collaborates with wildlife biologists in adjacent states regarding management techniques and conservation strategies. This conference is intended to build on communications and collaborations between state and federal partners to further the recovery of these federal and state endangered species. Brendan is currently collaborating in multiple regional projects for piping plovers that will be discussed during this conference.

We are requesting that Brendan be allowed to drive a state vehicle, instead of flying, 533 miles each way. At the time of this request, the total cost for flying was estimated to be \$1,642.60 versus \$1,563.31 for driving, resulting in an estimated savings of \$79.29. Please see the attached Form A-24, cost comparison spreadsheet and conference agenda.

Respectfully submitted,

Scott R. Mason
Executive Director

Kathy Ann LaBonte
Business Division

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: December 29, 2023

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Fish and Game requests permission for 1 employees or their designees to travel to Shepherdstown, West Virginia for 5 days of out-of-state travel status from January 30, 2023 to February 3, 2023

Conference/Workshop/Seminar Title

2023 Atlantic Coast Piping Plover and Least Tern Workshop, National Conservation and Training Center

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 Brendan Clifford, Wildlife Biologist, to travel via state vehicle to Shepherdstown, West Virginia. To meet and collaborate with other biologists and program managers that oversee shorebird protection efforts, specifically for Piping Plovers and Least Terns. This meeting includes partners from the entire Atlantic Coast Population, from North Carolina into Canada. Several topics related to plover and tern conservation and opportunities for collaboration will be discussed (see attached agenda). Collaboration between partners and states is an important component to staying current with best management approaches for these species.

Attendees and their Titles

- | | |
|----------------------------------|----|
| 1. Brendan Clifford, Biologist 1 | 3. |
| 2. | 4. |

Fiscal Information - Summary

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$	Appropriation of Out-of-State Travel	\$ <u>10,000</u>
0711	Per Diem in Lieu	\$ 56.00	Amount Expended to date	\$ <u>5,572</u>
0712	Meals	\$	Available Balance	\$ <u>4,428</u>
0713	Hotel	\$ 688.00	Amount requested this authorization	\$ <u>817</u>
0714	Mileage	\$	Estimated Balance Available	\$ <u>3,611</u>
0715	Operation State Car	\$		
0717	Miscellaneous	\$ 73.00	Appropriation Code	<u>20 - 075 - 212,5000 080</u>
0719	Registration Fees	\$	Source of Funds	<u>Federal/Nongame</u>
	TOTAL	\$ 817.00		<u>Fed Aid Grant EW1-35-P1J3</u>

Authorized Signature _____

Scott R. Mason, 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	\$ _____
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 #2

<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 #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	_____ - _____ - _____ - _____
		\$ _____		

Cost Comparison Between Driving and Air Travel to Shepherdstown, West Virginia

Travel to 'Atlantic Coast Piping Plover and Least Tern Workshop', National Conservation and Training Center, Shepherdstown, WV

January 30, 2023 - February 3, 2023

Expense	Car Travel (Leave from Concord, NH - ~533 miles) Start travel on January 30, 2023, End travel on February 3, 2023	Air Travel Start travel on January 30, 2023, End travel on February 3, 2023
Staff Time (1)	18 hours round-trip @ 30.42/hr = \$547.56	14 hours round-trip @ 30.42/hr = \$425.88
State Vehicle Fuel (2)	\$198.75	\$0.00
Airport Parking (3)	\$0.00	\$70.00
Flight (4)	\$0.00	\$184.97
Rental Car (5)	\$0.00	\$192.75
Hotel (6)	\$688.00	\$688.00
Per-Diem Meals (7)	\$56.00	\$56.00
Registration (8)	\$0.00	\$0.00
Miscellaneous (9)	\$73.00	\$25.00
TOTAL COST	\$1,563.31	\$1,642.60

Estimated staff time costs by travel method

Car Travel

• 9 hours (one-way) estimated travel time by car at 30.42/hr = \$273.78

Air Travel

0.5 hrs travel from Concord to Manchester Airport

2 hours early arrival at airport

2 hour flight time

1 hour to retrieve luggage and pick up rental car

1.5 hour travel from Baltimore, MD Airport to conference location

•• 7 hours (one-way) estimated travel time by plane at 30.42/hr wage = \$212.94

(1) Driving estimate based on Google Maps driving directions duration (with built in breaks). Air Travel estimate is for round trip and includes arriving at airport 2 hrs before flights, flying time, bag and rental car pick-up/drop-off, and driving to/from airport and meeting location and Concord, NH.

(2) At 20mpg (NHF&G's most fuel-efficient vehicle) it will take approximately 26.5 gallons one-way (533 miles). At \$3.75/ga that's approximately \$99.38, for an approximate total of \$198.75 round trip.

(3) Estimated at \$70 (\$14/day for 5 days based on current rates).

(4) Flight cost quoted from State Travel Agent (quote attached)

(5) Rental Car (30mpg) estimated at \$174 (\$28/day) from Expedia.com. Gas for 150 miles (round trip) estimated \$18.75 (\$3.75/ga). Total for rental and gas = \$192.75

(6) Hotel costs are \$172/night for 4 nights (meals are included in the room fees) = \$688

(7) Per Diem Meals = Day 1(travel day) = lunch (\$15), dinner (\$0 - meal provided with lodging); Day 2 (conference) = \$0 (meals provided with lodging); Day 3 (conference) = \$0 (meals provided with lodging); Day 4 (conference) = \$0 (meals provided with lodging); Day 5 (travel) = lunch (\$15) and dinner (\$26)

(8) Registration is free.

(9) Incidentals calculated \$5/day = \$25; Tolls calculated at \$48 (from www.tollguru.com)

Clifford, Brendan

From: Clifford, Brendan
Sent: Thursday, December 29, 2022 11:06 AM
To: Clifford, Brendan
Subject: RE: Quote For Air Travel

From: BOS SME TEAM <bos.travelres@travelctm.com>
Sent: Wednesday, December 28, 2022 12:14 PM
To: Maria Michaud <Maria.Michaud@travelctm.com>; BOS SME TEAM <bos.travelres@travelctm.com>; Clifford, Brendan <Brendan.J.Clifford@wildlife.nh.gov>
Subject: RE: Quote For Air Travel

EXTERNAL: Do not open attachments or click on links unless you recognize and trust the sender.

Hi Brendan,

Here is a couple of options listed below.

Names								
AIR								
	Flight Number UA3540	Class: T- Economy	From: Manchester- Boston Regional, Manchester, NH	Leaving: Mon 30 Jan 06:09AM	Destination: Newark Liberty, New York, NJ - Terminal C	Arriving: Mon 30 Jan 07:47AM	Type:	Embraer 175 Jet
							Operated By:	/Republic Airways DBA United Expres
							Flying Time:	1h38m
							Stops:	0
AIR								
	Flight Number UA1859	Class: T- Economy	From: Newark Liberty, New York, NJ - Terminal C	Leaving: Mon 30 Jan 10:00AM	Destination: Washington Dulles, Washington, VA	Arriving: Mon 30 Jan 11:24AM	Type:	Airbus A320
							Operated By:	United Airlines
							Flying Time:	1h24m
							Stops:	0
AIR								
	Flight Number UA1911	Class: S- Economy	From: Washington Dulles, Washington, VA	Leaving: Fri 03 Feb 12:40PM	Destination: Newark Liberty, New York, NJ - Terminal C	Arriving: Fri 03 Feb 02:00PM	Type:	Airbus A320
							Operated By:	United Airlines

							Flying Time:	1h20m
							Stops:	0
AIR								
	Flight Number UA3581	Class: S- Economy	From: Newark Liberty, New York, NJ - Terminal C	Leaving: Fri 03 Feb 03:22PM	Destination: Manchester- Boston Regional, Manchester, NH	Arriving: Fri 03 Feb 04:39PM	Type:	Embraer 175 Jet
							Operated By:	/Republic Airways DBA United Expres
							Flying Time:	1h17m
							Stops:	0
Fare			USD 185.75					
Taxes			USD 61.13					
Total			USD 246.88					

Names

AIR								
	Flight Number WN2515	Class: A- Economy	From: Manchester- Boston Regional, Manchester, NH	Leaving: Mon 30 Jan 12:50PM	Destination: Baltimore Washington, Baltimore, MD	Arriving: Mon 30 Jan 02:25PM	Type:	Boeing 737-700 Winglets 136 Seats
							Operated By:	Southwest Airlines
							Flying Time:	1h35m
							Stops:	0
AIR								
	Flight Number WN1680	Class: E- Economy	From: Baltimore Washington, Baltimore, MD	Leaving: Fri 03 Feb 02:10PM	Destination: Manchester- Boston Regional, Manchester, NH	Arriving: Fri 03 Feb 03:35PM	Type:	Boeing 737
							Operated By:	Southwest Airlines
							Flying Time:	1h25m
							Stops:	0
Fare			USD 144.90					
Taxes			USD 40.07					
Total			USD 184.97					

Debra Thomas | Corporate Travel Consultant

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Corporate Travel Management