

STATE OF NEW HAMPSHIRE JAN 20 '23 PM 1:28 RCVD
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
DIVISION OF ADMINISTRATION

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Lindsey B. Courtney
Executive Director



January 9, 2023

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

REQUESTED ACTION

Pursuant to RSA 4:8, the Office of Professional Licensure and Certification (OPLC) respectfully requests authorization to accept a gift for travel reimbursement, not to exceed \$2,500, from the United States Department of Defense, through the Council of State Governments (CSG), to allow the Executive Director of OPLC to participate in a Document Team meeting from February 7, 2023 through February 8, 2023, in Washington D.C. for development of social work interstate compact legislation.

EXPLANATION

Through funding provided by the U.S. Department of Defense, the CSG has partnered with stakeholders to develop an interstate compact for the social work profession to increase licensure portability between states. CSG has convened a Document Team comprising of eight (8) to ten (10) individuals who assist with drafting model compact legislation. The OPLC Executive Director has been nominated to serve on the Document Team. The OPLC seeks authorization to accept this gift, which supports travel to and attendance at the Document Team meeting.

Based on the foregoing, I am respectfully recommending approval of acceptance of the gift for travel reimbursement from CSG.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "L. Courtney".

Lindsey B. Courtney
Executive Director

Hello Everyone,

Thank you for your continued commitment to the social work compact development project. The team will reconvene in-person on Tuesday, February 7 and Wednesday, February 8 in Washington, D.C. Please see below for instructions on how to secure your travel arrangements to the meeting.

Location

Hall of the States. 444 North Capitol St NW, Washington, DC 20001.

Meeting Agenda

Tuesday, February 7, 2023: 8:30 am – 5 pm ET

Wednesday, February 8, 2023: 8:30 am – 5 pm ET

Airline Information

Participants should make flight arrangements directly through CSG's travel agent, Altour, by calling 1-800-445-0419. Altour will have your name on file and your airfare will be charged directly to CSG. Attendees are encouraged to arrive on Monday, February 6 but should arrive no later than Tuesday, February 7 by 8 a.m. ET and can depart Wednesday, February 8 after 5 p.m. ET. You may also stay another night and leave on Thursday February 9 if you are unable to get a flight out of D.C. the evening of the 8th. If you will be doing this please let me know once you make your arrangements. Please make your travel arrangements by Wednesday, January 18, 2023.

Hotel Information

Participants do not need to secure their own hotel room. Once you book your flight through Altour, we will add you to the hotel room block and send you the confirmation details. If you plan on arriving before Monday, February 6 or departing after Wednesday, February 8 or staying longer than 2 nights, please let us know and we will adjust your reservation. Please note that you will be responsible for the expense of any additional hotel nights beyond the three nights we have the room block for (February 6, 7, and 8). All participants are responsible for incidentals such as phone calls, room service and other services.

Ground Transportation, Airport Parking, Airline Baggage and Mileage

CSG will reimburse participants for ground transportation from a Washington, D.C.-area airport to the meeting location and from the meeting location back to a Washington, D.C.-area airport. CSG will not reimburse ground transportation related to recreational activities. CSG will also reimburse participants for expenses related to airport parking and airline baggage fees. Participants will need to save receipts related to ground transportation, airport parking and baggage fees as supporting documentation. Participants can be reimbursed for POV mileage to and from the airport of origin or, if living within driving distance of Washington, D.C. for POV mileage in lieu of airfare. A screenshot from a map application verifying the mileage is required as supporting documentation. Participants choosing to drive to the meeting can be reimbursed for hotel parking fees with a receipt as supporting documentation. POV mileage will be reimbursed at the current GSA rate, which can be found [here](#).

Per Diem

CSG will reimburse participants for meals outside of the meeting based on the federal per diem guidelines. The per diem amount will follow daily GSA rates for Washington, D.C. which can be found [here](#). Per diem will cover time spent traveling and time spent in Washington, D.C. for the meeting but exclude catered meals during the meeting. Participants may choose to exceed the daily per diem

amount, however they will only be reimbursed for the per diem amount and will be required to cover additional cost themselves. Participants do not need to save receipts as support for reimbursement.

Please don't hesitate to follow up with me should you have any questions or concerns.

Thank you,
Grant