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ROBERT L. QUINN
COMMISSIONER

State of New Hampshire

DEPARTMENT OF SAFETY
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RICHARD C. BAILEY, JR.
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March 29, 2023

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 Paul Leischner, Modular Building Program Manager, to travel outside of a 300-mile radius of the employee's headquarters in a marked state vehicle, in the amount of \$1,017.00, to Berwick, PA, Middleburg PA, and Cherry Hill, NJ, to conduct audits at modular manufacturing plants from April 25, 2023 to April 28, 2023, effective upon Governor and Council approval. 100% General Funds.

Funds are available in the SFY2023 operating budget as follows:

02-23-23-238010-50070000 – Dept. of Safety – Div. of Fire Safety – Modular Operations	<u>SFY2023</u>
080-500715 – Out of State Travel Reimbursement	\$1,017.00

EXPLANATION

This request is for approval to travel outside a 300-mile radius for one Modular Building Program Manager for the purpose of conducting audits at three modular manufacturing plants 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 April 25-28, 2023.

The round-trip mileage from Washington, NH to Berwick, PA to Middleburg, PA to Cherry Hill, NJ and back to Washington, NH is 949 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 \$1,672.40. The cost of the trip traveling by state vehicle is estimated to be \$1,017.00. The savings to travel by state vehicle versus travel by air is \$655.40. The employee will not be paid overtime during the time frame of travel. All maintenance on the State issued marked state vehicle is up to date.

Respectfully submitted,

Robert L. Quinn
Commissioner of Safety

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: March 22, 2023

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of Fire Safety, requests permission for Paul G. Leischner from the Modular Program to travel to Pennsylvania and New Jersey for 4 days of out-of-state travel status from April 25 to April 28, 2023.

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 three modular manufacturing plants 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 April 25-28, 2023.

The round trip mileage from Washington, New Hampshire to Berwick, PA to Middleburg, PA to Cherry Hill, NJ and back to Washington, NH is 949 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 \$1,672.40. The cost of the trip traveling by state vehicle is estimated to be \$1,017. **The savings to travel by state vehicle versus travel by air is approximately \$655.40** (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

Obit	Discription	Amount		Amount
0710	Common Carries	\$	Appropriation of Out-of-State Travel	\$ 3220.13
0711	Per Diem In Lieu	\$ 175.00	Amount Expended to Date	\$ 904.87
0712	Meals	\$	Available Balance	\$ 2,315.26
0713	Hotel	\$ 542.00	Amount requested this authorization	\$ 1017.00
0714	Mileage	\$	Estimated Balance Available	\$ 1,298.26
0715	Operation State Car	\$ 300.00		\$
0717	Miscellaneous	\$		
0719	Registration Fees	\$		
		\$		

Fiscal Information - Summary

Appropriation code: 02-23-23-238010-50070000

Source of Funds: 100% General Funds

Division Director: B. ay Commissioner of Safety: R. H. H.

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 Scranton, PA	3.30
Travel from Scranton, PA to Middleburg, PA to Cherry Hill, NJ to Scranton, PA	8.15
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	22.45

TRAVEL BY AIR – TRIP COST

Economy Flight Round Trip NH to PA	\$656.40
Economy Car Rental	\$249.00
Fuel – Estimated 422 miles @ 30 MPG = 14 gal @ \$3.60/gal	\$50.00
Hotel	\$542.00
Meals Per Diem – GSA Rate	<u>\$175.00</u>

TOTAL COST TO TRAVEL BY AIR \$1672.40

VEHICLE TRAVEL BREAKDOWN

TRAVEL BY VEHICLE – TIME REQUIRED

Washington, New Hampshire to Berwick, PA to Middleburg, PA to Cherry Hill, NJ and back to Washington, NH	16.20
Total Hours Round Trip	16.20

TRAVEL BY VEHICLE – TRIP COST

Fuel – Estimated 1000 miles	\$300.00
Hotel	\$542.00
Meals Per Diem – GSA Rate	<u>\$175.00</u>

TOTAL COST TO TRAVEL BY VEHICLE \$1017.00

COST COMPARISON USING MOTOR VEHICLE TRAVEL

AIR TRAVEL:	\$1,672.40
VEHICLE TRAVEL:	\$1017.00

SAVINGS IF DRIVEN: \$655.40