

IA mac



New Hampshire Fish and Game Department

11 Hazen Drive, Concord, NH 03301-6500
Headquarters: (603) 271-3421
Website: www.WildNH.com

TDD Access: Relay NH 1-800-735-2964
Fax: (603) 271-1438
Email: info@wildlife.nh.gov

Scott R. Mason
Executive Director

September 18, 2023

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

REQUESTED ACTION

Pursuant to MOP 1301, VI, D, authorize the New Hampshire Fish and Game Department to allow the Inland Fisheries Division personnel, John Magee, Colby Denison, and Dalton Courtemarche, to travel over 300 miles one way in a state vehicle to Saint John, New Brunswick to attend the joint Northeastern Division/Atlantic International Chapter of the American Fisheries Society annual meeting from October 14 through October 17, 2023 upon Governor and Council approval. Funding is 75% Federal, 25% Fish and Game Funds.

Funding is available in the following account:

03 75 75 752020 21300000 Inland Fisheries Management

20-07500-21300000-080-Out-of-State Travel

FY24

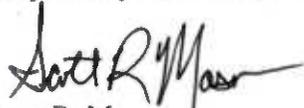
\$2,060.15

EXPLANATION

New Hampshire Fish and Game is requesting permission for three Department biologists to attend the joint Northeastern Division/Atlantic International Chapter of the American Fisheries Society annual meeting held in Saint John, New Brunswick via state vehicle. This meeting is attended by fisheries biologists and managers across the northeastern US and Canada. While there, biologists and managers present research and their experience on a wide range of issues facing fisheries. Given the increasing complexity of impacts to our natural world, it is essential that our biological staff and managers have access to the most recent research and management initiatives and be able to discuss the results and implications of both our own and other new initiatives with their peers.

We are requesting that staff be allowed to drive instead of flying, 407 miles each way. The total cost for flying, including staff time, would be \$5,087.22 versus \$2,168.84 for driving, resulting in a savings of \$2,918.38. Please see attached cost comparison spreadsheet, and meeting agenda.

Respectfully submitted,


Scott R. Mason
Executive Director


Kathy Ann LaBonte
Chief, Business Division

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: 8/24/2023

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Fish and Game requests permission for 3 employees or their designees to travel to Saint John, New Brunswick for 4 days of out-of-state travel status from October 14, 2023 to October 17, 2023

Conference/Workshop/Seminar Title

Northeastern Division/Atlantic International Chapter of the American Fisheries Society Annual Meeting

Purpose of Travel

The Fish and Game Department requests a waiver from MOP 1301, VI, D, which requires travel outside a 300 mile radius by tourist class air passage and authorization for three Department staff to travel via state vehicle to Saint John, New Brunswick.

The purpose of this meeting is to attend professional meetings, participate in workshops, and listen to technical presentations on fisheries research and management.

Attendees and their Titles

- | | |
|--|-----------|
| <u>1. Colby Denison, Fisheries Biologist II</u> | <u>5.</u> |
| <u>2. Dalton Courtemarche, Fisheries Biologist I</u> | <u>6.</u> |
| <u>3. John Magee, Fisheries Program Supervisor</u> | <u>7.</u> |
| <u>4.</u> | <u>8.</u> |

Fiscal Information - Summary

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$	Appropriation of Out-of-State Travel	\$ 3,000.00
0711	Per Diem in Lieu	\$	Amount Expended to date.	\$ 521.00
0712	Meals	\$ 536.00	Available Balance	\$ 2479.00
0713	Hotel	\$ 391.98	Amount requested this authorization	\$ 2060.15
0714	Mileage	\$	Estimated Balance Available	\$ 418.85
0715	Operation State Car	\$ 533.17		
0717	Miscellaneous	\$ 100.00	Appropriation Code <u>20</u> - <u>072</u> - <u>2130</u> - <u>080</u>	
0719	Registration Fees	\$ 499.00	Source of Funds <u>75% Federal Funds (F50R), 25% Fish and Game Funds</u>	
		\$ 2060.15		

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	_____
		\$ _____		

**COMPARISON OF AIR TRAVEL VS. STATE VEHICLE
TO SAINT JOHN, NEW BRUNSWICK**

AIR TRAVEL (Manchester to Saint John and return)		STATE VEHICLE TRAVEL Concord to Saint John	
Airfare	\$1,071.82	407 miles one-way	
Airport parking	\$ 75.00		
Travel to airport (state vehicle)		State vehicle operation cost:	
140.6 mi x \$0.655 =	\$ 92.09	814 mi x \$0.655 =	\$ 533.17
CAR RENTAL	\$	TOLLS	\$ 16.00
Rental car gas (Estimate)	\$		
TRAVEL TIME FLY (INCLUDES TRAVEL TO/FROM AIRPORT, ROUNDRIP AIRPORT TIME, LAYOVERS, FLIGHT)		TOTAL DRIVE TIME	
		6.5 hours one-way	
		13 Hrs. x \$41.53 =	\$ 539.89
11.0 Hrs. x \$41.53 =	\$ 456.83		
TOTAL TIME COST =	\$ 456.83	TOTAL TIME COST =	\$539.89 X 3=\$1,619.67
TOTAL AIR & RENTAL CAR TRAVEL COST =	\$ 1,238.91	TOTAL VEHICLE OPERATION COST =	\$ 549.17
TOTAL:	\$ 1,695.74 X 3= \$5,087.22	TOTAL:	\$ 2,168.84

Total Savings to State: \$2,918.38

The Fish and Game Department requests a waiver from MOP 1102(K), which requires travel outside a 300 mile radius by tourist class air passage and authorization for John Magee to travel via State vehicle to Saint John, New Brunswick.

From: SME East Travel <bos.travelres@travelctm.com>

Sent: Wednesday, September 6, 2023 4:48 PM

To: Magee, John <john.a.magee@wildlife.nh.gov>

Subject: Re: flight request

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

Hi John-

Per your request-

non refundable- \$1,071.82 per person.

Booking Reference							
Names							
AIR							
Flight Number AC8605	Class: V- Economy	From: Boston Edward L Logan Intl, Boston, MA - Terminal B	Leaving: Sat 14 Oct 10:30AM	Destination: Montreal Pierre Elliott Trudeau Int Ap, Montreal, QC	Arriving: Sat 14 Oct 11:50AM	Seat Number:	
						Type:	Embraer 175 Jet
						Operated By:	/Air Canada Express - Jazz
						Flying Time:	1h20m
						Stops:	0
						Carrier Ref:	
AIR							
Flight Number AC8044	Class: V- Economy	From: Montreal Pierre Elliott Trudeau Int Ap, Montreal, QC	Leaving: Sat 14 Oct 01:20PM	Destination: Saint John, St John, NB	Arriving: Sat 14 Oct 03:39PM	Seat Number:	
						Type:	Embraer 175 Jet
						Operated By:	/Air Canada Express - Jazz
						Flying Time:	1h19m
						Stops:	0
						Carrier Ref:	
AIR							
Flight Number AC8045	Class: K- Economy	From: Saint John, St John, NB	Leaving: Tue 17 Oct 04:25PM	Destination: Montreal Pierre Elliott Trudeau Int Ap, Montreal, QC	Arriving: Tue 17 Oct 04:43PM	Seat Number:	
						Type:	Embraer 175 Jet
						Operated By:	/Air Canada Express - Jazz

							Flying Time:	1h18m
							Stops:	0
							Carrier Ref:	
AIR								
	Flight Number AC8612	Class: K- Economy	From: Montreal Pierre Elliott Trudeau Int Ap, Montreal, QC	Leaving: Tue 17 Oct 07:50PM	Destination: Boston Edward L Logan Intl, Boston, MA - Terminal B	Arriving: Tue 17 Oct 09:15PM	Seat Number:	
							Type:	Embraer 175 Jet
							Operated By:	/Air Canada Express - Jazz
							Flying Time:	1h25m
							Stops:	0
							Carrier Ref:	

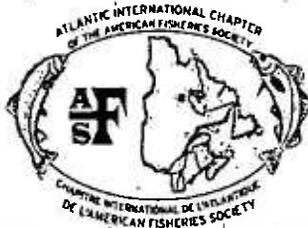
non refundable per person \$1,385.37

Booking Reference								
Names								
AIR								
	Flight Number UA3671	Class: M- Economy	From: Manchester-Boston Regional, Manchester, NH	Leaving: Sat 14 Oct 06:05AM	Destination: Newark Liberty, New York, NJ - Terminal C	Arriving: Sat 14 Oct 07:39AM	Seat Number:	
							Type:	Embraer 175 Jet
							Operated By:	/Republic Airways DBA United Express
							Flying Time:	1h34m
							Stops:	0
							Carrier Ref:	
AIR								
	Flight Number UA3663	Class: M- Economy	From: Newark Liberty, New York, NJ - Terminal C	Leaving: Sat 14 Oct 09:02AM	Destination: Montreal Pierre Elliott Trudeau Int Ap, Montreal, QC	Arriving: Sat 14 Oct 10:50AM	Seat Number:	
							Type:	Embraer 175 Jet
							Operated By:	/Republic Airways DBA United Express
							Flying Time:	1h48m
							Stops:	0
							Carrier Ref:	
AIR								

	Flight Number UA8117	Class: M- Economy	From: Montreal Pierre Elliott Trudeau Int Ap, Montreal, QC	Leaving: Sat 14 Oct 01:20PM	Destination: Saint John, St John, NB	Arriving: Sat 14 Oct 03:39PM	Seat Number:	
							Type:	Dehavilland Dash 8-400 Turboprop
							Operated By:	/Air Canada Express - Jazz
							Flying Time:	1h24m
							Stops:	0
							Carrier Ref:	
AIR								
	Flight Number UA8373	Class: T- Economy	From: Saint John, St John, NB	Leaving: Tue 17 Oct 04:25PM	Destination: Montreal Pierre Elliott Trudeau Int Ap, Montreal, QC	Arriving: Tue 17 Oct 04:43PM	Seat Number:	
							Type:	Dehavilland Dash 8-400 Turboprop
							Operated By:	/Air Canada Express - Jazz
							Flying Time:	1h28m
							Stops:	0
							Carrier Ref:	
AIR								
	Flight Number UA8154	Class: T- Economy	From: Montreal Pierre Elliott Trudeau Int Ap, Montreal, QC	Leaving: Tue 17 Oct 07:00PM	Destination: Newark Liberty, New York, NJ - Terminal A	Arriving: Tue 17 Oct 08:39PM	Seat Number:	
							Type:	Embraer 175 Jet
							Operated By:	/Air Canada Express - Jazz
							Flying Time:	1h39m
							Stops:	0
							Carrier Ref:	
AIR								
	Flight Number UA3447	Class: T- Economy	From: Newark Liberty, New York, NJ - Terminal C	Leaving: Tue 17 Oct 10:42PM	Destination: Manchester-Boston Regional, Manchester, NH	Arriving: Tue 17 Oct 11:59PM	Seat Number:	
							Type:	Embraer 175 Jet
							Operated By:	/Republic Airways DBA United Express
							Flying Time:	1h17m
							Stops:	0
							Carrier Ref:	

Patty Bialek

Travel Advisor, Corporate Travel Management



Atlantic International Chapter of the American Fisheries Society
Established 1975
Maine, Newfoundland, New Hampshire, New Brunswick,
Nova Scotia, Prince Edward Island, Quebec and Vermont

Atlantic International Chapter Joint annual meeting with the Northeast Division

October 14 – 17, 2023

SCHEDULE DRAFT

Saturday (October 14)

Hilton Saint John, NB

16:15-17:00 Check-in
17:00-19:00 Registration; [Dinner not provided]
19:00-19:15 Informal welcome
19:15-20:00 Session 1

Sunday (October 15)

Hilton Saint John, NB

8:00-9:00 Breakfast buffet + Registration	13:00-14:15 Session 4
9:00-9:15 Welcome address	15:00-15:15 Break
9:00-10:00 Session 2	15:15-15:45 Session 5
10:00-10:15 Coffee break	16:00-17:00 Poster session
10:15-11:00 Session 3	17:00-18:30 Self-guided tours; [Dinner not provided]
11:00-12:00 Keynote speaker: Dr. Anaïs Lacoursière-Roussel	
12:00-13:00 Lunch buffet	

Monday (October 16)

Hilton Saint John, NB

7:30-8:30 Breakfast buffet	13:00-14:15 Session 8
8:30-8:45 Local welcome	14:15-14:30 Break
8:45-10:00 Session 6	14:30-16:00 Session 9: Fisheries Management
10:00-10:15 Coffee break	16:00-17:00 Panel Discussion: Fisheries Mgt
10:15-11:00 Session 7	17:00-18:00 Technical demos/Training sessions
11:00-12:00 Panel discussion	18:30-21:00 Gala Diner
12:00-13:00 Lunch [not provided]	21:00- Social Mixer

Tuesday (October 17)

*Delta Saint John, NB

8:00-9:00 Breakfast buffet	12:00-12:30 Lunch
9:00-10:00 AIC business meeting	12:00-13:00 Awards, raffles & auction
10:00-12:00 NED business meeting	13:00 Check-out