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# State of New Hampshire

DEPARTMENT OF SAFETY  
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EDDIE EDWARDS  
ASSISTANT COMMISSIONER

STEVEN R. LAVOIE  
ASSISTANT COMMISSIONER

ROBERT L. QUINN  
COMMISSIONER

October 3, 2023

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 three Troopers to travel over 300 miles one way in one State Police issued unmarked state vehicle in the amount of \$1,044.75 to attend the Fort Drum Employer Career Fair, being held at The Peak, in Fort Drum, NY from November 1, 2023 through November 2, 2023 upon Governor and Council approval. 41% Highway Funds, 34% General, and 25% Turnpike Funds.

Funds are available in the SFY2024 operating budget as follows:

02-23-23-234015-40030000 - Department of Safety - Division of State Police - Detective Bureau	<u>SFY 2024</u>
080-500715 - Operation - State Car (Out of State)	\$1,044.75

### EXPLANATION

This request is for approval to travel outside a 300-mile radius. The round-trip mileage from Concord, New Hampshire to Fort Drum, NY is 637 miles. The total cost for travel by air and use of a rental car for the 2-day time frame in Fort Drum is \$1,793.40. The cost to travel by state vehicle is \$1,044.75. The savings to travel by state vehicle versus travel by air is \$748.65 (see Attachment A for comparisons). The employees will not be paid overtime during the time frame of this travel.

The purpose of this travel is to attend the Fort Drum Employer Career Fair at The Peak in Fort Drum, NY. Fort Drum consist of more than 15,000 current military service members and roughly 3,000 military retirees. This event would give the New Hampshire State Police Recruitment and Training Unit the opportunity to connect with service members to discuss job opportunities with the New Hampshire State Police. Recruitment and Training has had success in the past attending military specific hiring events.

All maintenance on the State Police issued unmarked state vehicle is up to date.

Respectfully submitted,

Robert L. Quinn  
Commissioner of Safety

**Example of Governor and Council Letter**

**REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL**

Date: October 2, 2023

**TO THE HONORABLE GOVERNOR & COUNCIL:**

The Department of Safety, Division of State Police, requests permission for Staff Sergeant Irwin Malilay of Troop D, Sergeant Jordan Kopko, and Trooper Nicole Stone of the Recruitment and Training Unit to travel to Fort Drum, New York for 2 days of out-of-state-travel status from November 1, 2023, to November 2, 2023.

**Conference/Workshop/Seminar Title**

Fort Drum Employer Career Fair

**Purpose of Travel**

Pursuant to the Department of Administrative Services Manual of Procedure (MOP) 1102 (L), the Department of Safety, Division of State Police, requests approval for travel outside a 300-mile radius (see Attachment B) for three Troopers in one State Police issued unmarked state vehicle for the purpose of attending the Fort Drum Employer Career Fair from November 1, 2023, through November 2, 2023 in Fort Drum, New York. The total round trip mileage for the three Troopers from Concord, New Hampshire to Fort Drum, New York is 637 miles. The total cost for travel by air and use of a rental car for the 2day time frame in Fort Drum, NY is \$1,793.40. The cost to travel by state vehicle is \$1,044.75. **The savings to travel by state vehicle versus travel by air is \$748.65** (see Attachment A for comparisons). The employees will not be paid overtime during the time frame of their travel.

The purpose of this travel is to attend the Fort Drum Employer Career Fair at The Peak in Fort Drum, NY. Fort Drum consist of more than 15,000 current military service members and roughly 3,000 military retirees. This event would give the New Hampshire State Police Recruitment and Training Unit the opportunity to connect with service members to discuss job opportunities with the New Hampshire State Police. Recruitment and Training has had success in the past attending military specific hiring events.

The Troopers will be traveling in one unmarked division-issued State Police cruiser to reduce cost.

All maintenance on State Police issued unmarked state vehicles are up to date. The Division of State Police 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. (T-23-148)

**Attendee and Title**

**Staff Sergeant Irwin Malilay – Troop D**  
**Sergeant Jordan Kopko – Recruitment and Training**  
**Trooper Nicole Stone - Recruitment and Training**

**Fiscal Information – Summary**

<u>Obit</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carrier	\$	Appropriation of Out-of-State Travel	\$ 180,756.50
0711	Per Diem In Lieu	\$	Amount Expended to Date	\$ 7,868.74
0712	Meals	\$ 273.00	Available Balance	\$ 172,886.76
0713	Hotel	\$ 354.51	Amount requested this authorization	\$ 1,044.75
0714	Mileage	\$	Estimated Balance Available	\$ 171,842.01
0715	Operation State Car	\$ *417.24		\$
0717	Miscellaneous	\$		
0719	Registration Fees	\$	*State Mileage Reimbursement Rate – Round Trip = \$.655 per mile x 637 miles	
	TOTAL	\$ 1,044.75		

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

Source of Funds: 41% Highway Funds, 34% General Funds, and 25% Turnpike Funds

Division Director:

Col. Matt Hall

Commissioner of Safety:

Randy

**ATTACHMENT A**

**AIR TRAVEL BREAKDOWN**

**TRAVEL BY AIR - TIME REQUIRED:**

Round Trip (R/T) to Manchester Airport in Vehicle from Headquarters in Concord <i>[Concord, .47 Hours One Way = .93 Hours Round Trip x 3 = 2.48hours]</i>	.93 Hours
Arrival Time at Manchester Airport Prior to Departure	1.30 Hours
Air Travel from Manchester Airport to Watertown, NY	5.32 Hours
Arrival Time at Watertown, NY Airport Prior to Departure)	1.30 Hours
Air Travel from Watertown, NY Airport to Manchester, NH	<u>3.57Hours</u>
	12.82 Hours – Round Trip

**TRAVEL BY AIR - TRIP COST INCLUDING AIR TRAVEL:**

Airfare (\$287 x3 Troopers)	\$ 861.00
*Baggage Fee – Round Trip <i>[\$30.00 1<sup>st</sup> bag]</i>	\$ 180.00
Rental Car – for 2 Days	\$ 124.89
Meals (2 Days x \$45.50/Day; x 3 Troopers <i>[GSA Rate]</i> )	\$ 273.00
Hotel [One night x 3 Troopers_ Approximate Plus Tax]	\$ 354.51

**TOTAL COST TO TRAVEL BY AIR** **\$ 1,793.40**

**TRAVEL BY VEHICLE COST BREAKDOWN**

**TRAVEL BY VEHICLE – TIME REQUIRED:**

Concord, New Hampshire to Fort Drum, New York

12.13 Hours – Round Trip

**TRAVEL BY VEHICLE – TRIP COST:**

State Mileage Reimbursement Rate – R/T for One State Vehicle from  
Concord, NH, NH to Fort Drum, NY

*[\$.655 per mile x 637 total miles]*

\$ 417.24

Meals [2 Days x \$45.50/Day; x 3 Troopers GSA Rate]

\$ 273.00

Hotel [One night x 3 Troopers\_ Approximate Plus Tax]

\$ 354.51

**TOTAL COST TO TRAVEL BY VEHICLE:**

**\$1,044.75**

**COST COMPARISON USING MOTOR VEHICLE TRAVEL**

**AIR TRAVEL: \$1,793.40**

**VEHICLE TRAVEL: \$1,044.75**

**SAVINGS IF DRIVEN: \$748.65**

## 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.