



State of New Hampshire

DEPARTMENT OF SAFETY
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ROBERT L. QUINN
COMMISSIONER

EDDIE EDWARDS
ASSISTANT COMMISSIONER

STEVEN R. LAVOIE
ASSISTANT COMMISSIONER

January 22, 2024

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

REQUESTED ACTION

Pursuant to MOP 1301,VI,D the Department of Safety (DOS), Division of State Police, requests authorization for Major Chad S. Lavoie to travel outside a 300-mile Radius of the office headquarters in their own State Police issued unmarked state vehicle in the amount of \$1,605.28 to attend the FBI National Academy – 290th Session in Quantico, Virginia, from March 30, 2024, through June 7, 2024, upon Governor and Council approval. Funding source: 41% Highway Funds; 34% General Funds, and 25% Turnpike Funds.

Funds are available in the SFY2024 operating budget as follows:

| | |
|---|-----------------|
| 02-23-23-234015-40030000 – DOS - Division of State Police – Traffic Bureau | <u>SFY 2024</u> |
| 080-500715 – Out of State Travel Reimbursement - Operation – State Car (Out of State) | \$1,605.28 |

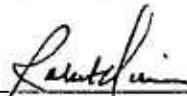
EXPLANATION

The purpose of this travel is to attend the FBI National Academy – 290th Session in Quantico, Virginia. Major Lavoie is traveling in a State Police issued unmarked state vehicle. The session runs from March 30 through June 7, 2024.

The National Academy is an advanced professional course of study for United States and International law enforcement leaders that serves to improve the administration of justice in police departments and agencies at home and abroad and to raise law enforcement standards, knowledge and cooperation worldwide. Attendance in this course of study is by nomination and invitation only. The ten-week courses of study are undergraduate and/or graduate college courses in the following areas: law, behavioral science, forensic science, understanding terrorism/terrorist mindsets, leadership development, communication and health/fitness. Officers participate in a wide range of leadership and specialized training, and they share ideas, techniques and experiences with each other, creating lifelong partnerships that span state and national lines. The National Academy is known as one of the premier law enforcement departments.

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

Respectfully submitted,



Robert L. Quinn
Commissioner of Safety

1D
CSG

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: January 16, 2024

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Major Chad S. Lavoie from the Justice Information Bureau to travel to Quantico, Virginia for 70 days of out-of-state travel status from March 30, 2024, through June 7, 2024.

Conference/Workshop/Seminar Title

FBI National Academy – 290th Session

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 one Trooper in their own State Police issued unmarked state vehicle for the purpose of attending the FBI National Academy – 290th Session from March 30, 2024, through June 7, 2024, in Quantico, Virginia. The total round-trip mileage for one Trooper from Amherst, NH to Quantico, Virginia, is 984 miles. The total cost for travel by air and use of a rental car for the 70-day time frame in Quantico, VA, is \$5,508.67. The cost to travel by state vehicle is \$1,605.28. **The savings to travel by state vehicle versus travel by air is \$3,903.39** (see Attachment A for comparisons). This employee will not be paid overtime during the time frame of their travel.

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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-24-024)

Attendee and Title

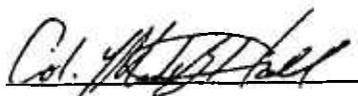
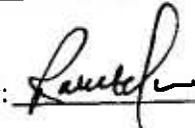
Major Chad S. Lavoie – Justice Information Bureau

Fiscal Information – Summary

| <u>Obit</u> | <u>Description</u> | <u>Amount</u> | | <u>Amount</u> |
|-------------|---------------------|---------------|--|---------------|
| 0710 | Common Carrier | \$ | Appropriation of Out-of-State Travel | \$ 158,755.50 |
| 0711 | Per Diem In Lieu | \$ | Amount Expended to Date | \$ 31,153.50 |
| 0712 | Meals | \$ *91.00 | Available Balance | \$ 127,602.00 |
| 0713 | Hotel | \$ **155.00 | Amount requested this authorization | \$ 1,605.28 |
| 0714 | Mileage | \$ | Estimated Balance Available | \$ 125,996.72 |
| 0715 | Operation State Car | \$ ***659.28 | *Meals First & Last Day of Travel: No cost while attending Academy. | |
| 0717 | Miscellaneous | \$ ****700.00 | **Hotel for one night 03/30/2024-No cost beginning 03/31/2024 accommodations provided by the FBI Academy | |
| 0719 | Registration Fees | \$ | ***State Mileage Reimbursement Rate – Round Trip = \$.67 per mile x 984 miles) | |
| | TOTAL | \$ 1,605.28 | ****Tolls – \$100.00 Approx. (Round Trip); Mandatory Uniforms/Clothing Requirement=\$600.00 Approx. | |

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

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

Division Director:  Commissioner of Safety: 

ATTACHMENT A

AIR TRAVEL BREAKDOWN

TRAVEL BY AIR - TIME REQUIRED:

| | |
|--|--------------------------|
| Round Trip (R/T) to Manchester Airport in Vehicle from Residence in Amherst, NH <i>[Amherst = .35 Hours One Way = .70 Hours Round Trip]</i> | .70Hours |
| Arrival Time at Manchester Airport Prior to Departure | 1.50 Hours |
| Air Travel from Manchester Airport to Baltimore, MD | 5.57 Hours |
| Arrival Time at Baltimore Airport Prior to Departure | 1.50 Hours |
| Air Travel from Baltimore Airport to Manchester, NH | <u>5.80 Hours</u> |
| | 15.07 Hours – Round Trip |

TRAVEL BY AIR - TRIP COST INCLUDING AIR TRAVEL:

| | |
|---|------------|
| State Mileage Reimbursement Rate –R/T <i>[From Residence to Manchester Airport in private vehicle: 17.3 miles R/T x \$.67]</i> | \$ 11.59 |
| Airfare <i>[For one Trooper]</i> | \$ 833.00 |
| *Baggage Fee – Round Trip <i>[\$30.00/Each One Way]</i> | \$ 120.00 |
| Rental Car – Approximate for 70 Days | \$3,698.08 |
| Mandatory Uniform/Clothing Requirement-Approximate | \$ 600.00 |
| Hotel – Approximate Plus Tax – One Night 03-30-2024 | \$ 155.00 |
| Meals (2 Days x \$45.50/Day) <i>[GSA Rate]</i> | \$ 91.00 |

TOTAL COST TO TRAVEL BY AIR \$ 5,508.67

TRAVEL BY VEHICLE COST BREAKDOWN

TRAVEL BY VEHICLE – TIME REQUIRED:

Amherst, New Hampshire to Quantico, Virginia 18.47 Hours – Round Trip

TRAVEL BY VEHICLE – TRIP COST:

| | |
|--|-----------------|
| State Mileage Reimbursement Rate – R/T for One State Vehicle from Amherst, NH to Quantico, VA <i>[\$.67 per mile x 984 total miles]</i> | \$ 659.28 |
| Mandatory Uniform/Clothing Requirement-Approximate | \$ 600.00 |
| Hotel – Approximate Plus Tax – One Night 03-30-2024 | \$ 155.00 |
| Tolls (R/T) – Approximate | \$ 100.00 |
| Meals (2 Days x \$45.50/Day) <i>[GSA Rate]</i> | \$ <u>91.00</u> |

TOTAL COST TO TRAVEL BY VEHICLE: **\$1,605.28**

COST COMPARISON USING MOTOR VEHICLE TRAVEL

AIR TRAVEL: \$5,508.67

VEHICLE TRAVEL: \$1,605.28

SAVINGS IF DRIVEN: \$3,903.39

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.