

1A



State of New Hampshire

DEPARTMENT OF SAFETY
JAMES H. HAYES BLDG: 33 HAZEN DR.
CONCORD, N.H. 03305
(603) 271-2791

EDDIE EDWARDS
ASSISTANT COMMISSIONER

STEVEN R. LAVOIE
ASSISTANT COMMISSIONER

ROBERT L. QUINN
COMMISSIONER

April 2, 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, the Department of Safety, Division of State Police, requests authorization for Sergeant Jordan Kopko to travel over 300 miles one way in one State Police issued unmarked state vehicle in the amount of \$780.80 to attend the 2024 Diversity Law Enforcement Career Fair, being held at Temple University, Aramark STAR Complex, in Philadelphia, PA from May 17, 2024, through May 19, 2024, effective 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 - DOS - Detective Bureau	<u>SFY 24</u>
080-500715	Out of State Travel Reimbursement - Operation - State Car (Out of State)	\$780.80

EXPLANATION

This request is for approval to travel outside a 300-mile radius for one Trooper in a State Police division-issued unmarked state vehicle to attend the 2024 Diversity Law Enforcement Career Fair, being held at Temple University, Aramark STAR Complex, in Philadelphia, PA from May 17, 2024, through May 19, 2024. The round-trip mileage from Somersworth, New Hampshire to Philadelphia, PA is 740 miles. The total cost for travel by air and use of a rental car for the 3-day time frame in Philadelphia is \$969.78. The cost to travel by state vehicle is \$780.80 a savings of \$188.98 (see Attachment A for comparisons). The employee will not be paid overtime during the time frame of this travel.

The purpose of this travel is to attend the 2024 Diversity Law Enforcement Career Fair at Temple University, Aramark STAR Complex in Philadelphia, PA. The Diversity Law Enforcement Career Fair will have more than 100 Law Enforcement Agencies attending, including local, state, and federal agencies from across America. It is one of the largest law enforcement job fairs on the East Coast. This event will provide the New Hampshire State Police Recruitment and Training Unit the opportunity to network with a diverse group of applicants to discuss job opportunities with the New Hampshire State Police. Recruitment and Training has had success in the past in attending career fairs.

All maintenance on the State Police division-issued unmarked state vehicle is 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.

Respectfully submitted,

Robert L. Quinn
Commissioner of Safety

Example of Governor and Council Letter

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: March 1, 2024

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Sergeant Jordan Kopko of the Recruitment and Training Unit to travel to Philadelphia, Pennsylvania, for 3 days of out-of-state-travel status from May 17, 2024, to May 19, 2024.

Conference/Workshop/Seminar Title

2024 Diversity Law Enforcement Career Fair

Purpose of Travel

Pursuant to the Department of Administrative Services Manual of Procedure MOP 1301, VI, D, the Department of Safety, Division of State Police, requests approval for travel outside a 300-mile radius (see Attachment B) for Sergeant Jordan Kopko, in one State Police issued unmarked state vehicle for the purpose of attending the 2024 Diversity Law Enforcement Career Fair from May 17, 2024, through May 19, 2024, in Philadelphia, Pennsylvania. The total round-trip mileage for the one Trooper from Somersworth, New Hampshire to Philadelphia, Pennsylvania is 740 miles. The total cost for travel by air and use of a rental car for the 3-day time frame in Philadelphia, PA is \$969.78. The cost to travel by state vehicle is \$780.80. The savings to travel by state vehicle versus travel by air is \$188.98 (see Attachment A for comparisons). The employee will not be paid overtime during the time frame of their travel.

The purpose of this travel is to attend the 2024 Diversity Law Enforcement Career Fair at Temple University at the Aramark STAR Complex, in Philadelphia, PA. The Diversity Law Enforcement Career Fair will have more than 100 Law Enforcement Agencies attending. Including local, state and federal agencies from across America. It is one of the largest law enforcement job fairs on the east coast. This event would give the New Hampshire State Police Recruitment and Training Unit the opportunity to connect with a diverse group of applicants to discuss job opportunities with the New Hampshire State Police. Recruitment and Training has had success in the past attending career fairs.

The Trooper will be traveling in one unmarked division-issued State Police cruiser. 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-24-049)

Attendee and Title

Sergeant Jordan Kopko – 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	\$ 158,755.50
0711	Per Diem In Lieu	\$	Amount Expended to Date	\$ 42,226.40
0712	Meals	\$ 185.00	Available Balance	\$ 116,529.10
0713	Hotel	\$	Amount requested this authorization	\$ 780.80
0714	Mileage	\$	Estimated Balance Available	\$ 115,748.30
0715	Operation State Car	\$ *495.80	*State Mileage Reimbursement Rate – Round Trip = \$.67 per mile x 740 miles	\$
0717	Miscellaneous	\$ **100.00	** Tolls	
0719	Registration Fees	\$		
	TOTAL	\$ 780.80		

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

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

Division Director: *Cal. [Signature]* Commissioner of Safety: *[Signature]*

TRAVEL BY VEHICLE COST BREAKDOWN

TRAVEL BY VEHICLE – TIME REQUIRED:

Somersworth, New Hampshire to Philadelphia, Pennsylvania 12.17 Hours – Round Trip

TRAVEL BY VEHICLE – TRIP COST:

State Mileage Reimbursement Rate – R/T for One State Vehicle from
Somersworth, NH, to Philadelphia, PA

[\$.67 per mile x 740 total miles] \$ 495.80

Meals (2 Days x \$55.50/Day; 1 day x \$74.00/Day) *[GSA Rate]* \$ 185.00

Miscellaneous (Tolls) \$ 100.00

TOTAL COST TO TRAVEL BY VEHICLE: \$780.80

COST COMPARISON USING MOTOR VEHICLE TRAVEL

AIR TRAVEL: \$969.78

VEHICLE TRAVEL: \$780.80

SAVINGS IF DRIVEN: \$188.98

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.