



New Hampshire Department of
**BUSINESS AND
ECONOMIC AFFAIRS**

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May 15, 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, authorize the Department of Business and Economic Affairs (BEA) to allow Adam Boltik, International Trade Resource Manager and Mark Laliberte, Business Development Manager to travel outside a 300-mile radius of the office headquarters in a state vehicle in the amount of \$703 to participate in the SelectUSA Investment Summit in National Harbor, Maryland, from June 22 through June 27, 2024, upon Governor and Council approval.
100% General Funds.

Funding is available in the account, Office of International Commerce, as follows:

03-22-022-220510-14490000-080 Out of State Travel Reimbursement

FY2024
\$703

EXPLANATION

Two staff from BEA intend to travel to National Harbor, Maryland, to represent New Hampshire at the 2024 SelectUSA Investment Summit. Hosted by the U.S. Department of Commerce, this Investment Summit is a high-level event for companies considering expanding to the United States and provides state economic development organizations with the opportunity to meet directly with international businesses, officials and organizations considering expansion opportunities to the United States. BEA will represent New Hampshire at this annual event which has representation from 55 U.S. States and territories for targeted promotion and recruitment of foreign direct investment. In 2023, more than 2,300 international participants, representing hundreds of foreign companies from 83 global markets, participated in the Investment Summit, and at least as many are expected to participate in 2024.

Having both individuals present at the event will ensure that New Hampshire can maximize visibility to investors, with onsite discussions and lead generation for future business expansion opportunities. The event itself takes place from June 23 through June 26, 2024, and BEA staff will travel down the day before to set up the State of New Hampshire booth and return the day after the event.

Expenses for this event have typically included staff travel (flights) and shipping promotional materials. In 2023, the cost of shipping advertising banners and signs was more than \$1,700, but with use of a state vehicle for transporting staff and materials, BEA will see significant savings on these costs. For example, the anticipated cost savings of using a state vehicle for travel and delivery of promotional materials is \$2,477.

Respectfully Submitted,

Taylor Caswell
Commissioner

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REQUEST FOR AUTHORIZATION FOR TRAVEL

Date: May 15, 2024

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Business and Economic Affairs requests permission for 2 employees or their designees to travel to National Harbor, Maryland for 6 days of out-of-state travel status from June 22, 2024 to June 27, 2024

Conference/Workshop/Seminar Title

2024 SelectUSA Investment Summit in National Harbor, Maryland

Purpose of Travel

Two staff from BEA intend to attend the SelectUSA 2024 Investment Summit in National Harbor, Maryland, from June 23 - 26, 2024. Hosted by the U.S. Department of Commerce, the SelectUSA Investment Summit is held in the United States for the promotion of foreign direct investment into the country and includes prospective investors looking to meet with state representatives to learn more about opportunities to expand their operations in the United States, including New Hampshire. In 2023, more than 2,300 international participants, representing hundreds of foreign companies from 83 markets participated in the Investment Summit and at least as many are expected to participate in 2024. Having both individuals present at the event will ensure that New Hampshire can maximize visibility to investors and generate leads for future business expansion.

Attendees and their Titles

Adam Boltik, Int'l Trade Resource Mgr.

Mark Laliberte, Business Development Mgr.

Fiscal Information – Summary

<u>Account</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
500710	Common Carriers	\$0.00	Appropriation of Out-of-State Travel \$46,215.00
500711	Per Diem in Lieu	\$237.00	Amount Expended to Date \$12,397.64
500712	Meals	\$0.00	Available Balance \$33,817.36
500713	Hotel	\$0.00	
500714	Milage-Private Cars	\$0.00	Amount Requested this Authorization \$703.00
500715	Operation of State Car	\$150.00	Estimated Balance Available \$33,114.36
500717	Miscellaneous	\$316.00	
500719	Registration Fees	\$0.00	Appropriation Code: 03-22-022-220510-14490000-080
Total		\$703.00	Source of Funds: 100% General Funds

Note: All costs for travel are for two people below.

AIR TRAVEL Concord, NH to and from Washington, DC	AIR TRAVEL Costs	STATE VEHICLE TRAVEL Concord, NH to and from Washington, DC	STATE VEHICLE TRAVEL Costs
Airfare (Mixed Airlines, \$572.50 round trip)	\$1,145	Operation of State Vehicle (gas costs)	\$150
Airport Parking (6 days x \$14/day)	\$168	Parking at venue (6 days x \$36/day)	\$216
Travel to and from airport (personal vehicle travel; estimated 26 miles from duty station to airport x \$0.67/mile)	\$70	Tolls (based on personal travel from NH to Washington DC and return in 2023)	\$100
Cost of shipping materials- 3 large display banners, handouts, etc; based on 2023 costs)	\$1,735	Per Diem (\$59.25 per person for 2 travel days)	\$237
Per Diem (\$59.25 per person for 2 travel days)	\$237		
Travel Time (Flight time, with layovers, is 6.5 hours, plus 2-hour arrival time at airport, plus 30-minute travel time to/from airport: 9 hours each direction x \$43.65/hour x 2 travel days)	\$1,571	Travel Time (Driving time, with stops for meals, is about 10 hours each direction x \$43.65/hour)	\$1,746
Total Cost:	\$4,926		\$2,449

Estimated cost savings of using state vehicle: \$2,477

Authorized Signature:

