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# State of New Hampshire

DEPARTMENT OF SAFETY  
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COMMISSIONER

June 3, 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, Division of State Police, requests authorization for one Trooper, Captain Stephen B. Sloper Field Operations Bureau to travel over 300 miles one way in one State Police issued unmarked state vehicle in the amount of \$1,623.10 to attend the FBI National Academy – 291<sup>st</sup> Session in Quantico, Virginia from July 5, 2024, through September 12, 2024, effective upon Governor and Council approval. Funding source: 41% Highway Funds, 34% General, and 25% Turnpike Funds.

Funds are available in the SFY2025 operating budget as follows:

	<u>SFY2025</u>
02-23-23-234015-40030000 DOS - Division of State Police - Detective Bureau	\$1,623.10
080-500715 – Out of State Travel Reimbursement - Operation – State Car (Out of State)	
Amount: \$1,623.10	

### EXPLANATION

This request is for approval to travel outside a 300-mile radius for one Trooper in their own State Police issued unmarked state vehicle for the purpose of attending the FBI National Academy – 291<sup>st</sup> Session in Quantico, Virginia. The session runs from July 5, 2024, through September 12, 2024.

The round-trip mileage from Londonderry, New Hampshire to Quantico, Virginia is 1,010.6 miles. The total cost of travel by air and use of a rental car for the 70 days' time frame in Quantico is \$7,475.97. The cost to travel by state vehicle is \$1,623.10. The savings to travel by state vehicle versus travel by air is \$5,852.87 (see Attachment A for comparisons). The employee will not be paid overtime during the time frame of travel.

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, 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. 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,



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Robert L. Quinn

**Fiscal Information – Summary**

<u>Obit</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carrier	\$	Appropriation of Out-of-State Travel	\$ 78,755.50
0711	Per Diem In Lieu	\$	Amount Expended to Date	\$ 52,604.74
0712	Meals	\$ *91.00	Available Balance	\$ 25,990.76
0713	Hotel	\$ **155.00	Amount requested this authorization	\$ 1,623.10
0714	Mileage	\$	Estimated Balance Available	\$ 24,367.66
0715	Operation State Car	\$ ***677.10	*Meals First & Last Day of Travel: No cost while attending Academy	\$
0717	Miscellaneous	\$ ****700.00	**Hotel for one night 07/06/2024-No cost beginning 7/7/2024 accommodations provided by the FBI Academy	
0719	Registration Fees	\$	***State Mileage Reimbursement Rate – Round Trip = \$.67 per mile x 1,010.6 miles	
	TOTAL	\$ 1,623.10	****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, and 25% Turnpike Funds

Division Director:  Commissioner of Safety: 

**ATTACHMENT A**

**AIR TRAVEL BREAKDOWN**

**TRAVEL BY AIR - TIME REQUIRED:**

Round Trip (R/T) Londonderry to Manchester Airport	.63 Hours
Arrival Time at Manchester Airport Prior to Departure	1.50 Hours
Air Travel from Manchester Airport to Quantico, VA	4.92 Hours
Arrival Time at Baltimore MD Airport Prior to Departure)	1.50 Hours
Air Travel from Baltimore MD Airport to Manchester, NH	<u>7.17 Hours</u>
	15.72 Hours – Round Trip

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

State Mileage Reimbursement Rate-R/T	\$ 12.60
[From Residence to Manchester Airport in private Vehicle: 18.8 miles R/T x \$.67]	
Airfare	\$ 642.00
*Baggage Fee – Round Trip [\$40.00 1 <sup>st</sup> bag]	\$ 80.00
Rental Car – Approximate for 70 Days	\$ 6,050.37
Mandatory Uniform/Clothing Requirements Approximate	\$ 600.00
Meals (2 Days x \$45.50/Day) [GSA Rate]	\$ 91.00

**TOTAL COST TO TRAVEL BY AIR \$ 7,475.97**

**TRAVEL BY VEHICLE COST BREAKDOWN**

**TRAVEL BY VEHICLE – TIME REQUIRED:**

Londonderry, New Hampshire to Quantico, Virginia                      17.83 Hours – Round Trip

**TRAVEL BY VEHICLE – TRIP COST:**

State Mileage Reimbursement Rate – R/T for One State Vehicle from Londonderry, NH, to Quantico, VA <i>[\$.67 per mile x 1,010.6 total miles]</i>	\$ 677.10
Mandatory Uniform/Clothing Requirements Approximate	\$ 600.00
Hotel – Approximate Plus Tax – One Night 07-06-2024	\$ 155.00
Tolls (R/T) – Approximate	\$ 100.00
Meals (2 Days x \$45.5/Day) <i>[GSA Rate]</i>	\$ 91.00

**TOTAL COST TO TRAVEL BY VEHICLE:                      \$1,623.10**

**COST COMPARISON USING MOTOR VEHICLE TRAVEL**

**AIR TRAVEL:                      \$7,475.97**

**VEHICLE TRAVEL:              \$1,623.10**

**SAVINGS IF DRIVEN: \$5,852.87**