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# 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

July 18, 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 Trooper First Class Nicholas M. Post to travel over 300 miles one way in one State Police unmarked spare/pool state vehicle in the amount of \$6,313.21 to attend the National Forensic Academy in Oak Ridge, Tennessee from, September 7, 2024, through November 16, 2024, effective upon Governor and Council approval. 87% General and 13% Agency Income.

Funds are available in the SFY2025 operating budget as follows:

02-23-23-234010-54120000 DOS - Division of State Police - Detective Bureau SFY2025  
080-500715 – Out of State Travel Reimbursement - Operation – State Car (Out of State) \$6,313.21

### EXPLANATION

This request is for approval to travel outside a 300-mile radius for Trooper First Class Post. The round-trip mileage from Penacook, New Hampshire to Oak Ridge, Tennessee is 2,013 miles. The total cost for travel by air and the use of a rental car for 71 days in Oak Ridge is \$8,389.49. The cost to travel by state vehicle is \$6,313.21. The savings to travel using the state vehicle versus traveling by air is \$2,076.28 (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 National Forensic Academy (NFA) at the University of Tennessee Law Enforcement Innovation Center in Oak Ridge, Tennessee. The Academy is an intensive ten-week training program designed to meet the needs of law enforcement agencies in evidence identification, collection, and preservation. There are several modules covering Bloodstain Pattern Analysis, Computer Sketching and Mapping, Courtroom Testimony, DNA, Firearms and Toolmark Identification, Forensic Fire Investigation, Latent Fingerprint Processing, Photography (Digital and Videotaping), Post Blast Investigation, Postmortem Fingerprinting, Serial Number Restoration, Shooting Incident Reconstruction, Trace Evidence, Death Investigation including Autopsy, Bone Trauma, Burned Bone, Child Fatality, Time Since Death, Forensic Anthropology including Bone Scatter-Scorch, Human Remains Recovery and much more. Students will be responsible for several educational objectives including quizzes, tests, case files, research papers, and various other hands-on experiences. At the end of the course, the student will complete a written post-test as well as a comprehensive practical final.

The Trooper is traveling in an unmarked spare/pool state vehicle due to several reasons. The need for transportation between lodging and the training facility, personal supplies, State Police uniforms, and the computer equipment needed for the training. Also, the NFA requires materials that would not be practical for travel on a plane.

The Trooper will not be traveling in his issued State Polic vehicle, therefore it will be available, if needed, by the Division during his absence.

All maintenance on the unmarked spare/pool 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: June 17, 2024

#### TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Trooper First Class Nicholas M. Post of the Major Crime Unit to travel to Oak Ridge, Tennessee, for 71 days of out-of-state-travel status from September 7, 2024, to November 16, 2024.

#### Conference/Workshop/Seminar Title

National Forensic Academy

#### 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 one Trooper, in one State Police unmarked spare/pool state vehicle for the purpose of attending the National Forensic Academy from September 7, 2024, through November 16, 2024, in Oak Ridge, Tennessee. The total round-trip mileage for the one Trooper from Penacook, New Hampshire to Oak Ridge, Tennessee is 2,013 miles. The total cost for travel by air and use of a rental car for the 71-day time frame in Oak Ridge, TN is \$8389.49. The cost to travel by state vehicle is \$6,313.21. **The savings to travel by state vehicle versus travel by air is \$2,076.28** (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 National Forensic Academy at The University of Tennessee Law Enforcement Innovation Center in Oak Ridge, Tennessee. The Academy is an intensive ten-week training program designed to meet the needs of law enforcement agencies in evidence identification, collection and preservation. There are several modules such as Bloodstain Pattern Analysis, Computer Sketching and Mapping, Courtroom Testimony, DNA, Firearms and Tool mark Identification, Forensic Fire Investigation, Latent Fingerprint Processing, Photography (Digital and Videotaping), Post-blast Investigation, Postmortem Fingerprinting, Serial Number Restoration, Shooting Incident Reconstruction, Trace Evidence, Death Investigation including Autopsy, Bone Trauma, Burned Bone, Child Fatality, Time Since Death, Forensic Anthropology including Bone Scatter Search, Human Remains Recovery and much more. Students will be responsible for several educational objectives including quizzes, tests, case files, research papers and various other hands-on experiences. At the end of the course, the student will complete a written post-test as well as a comprehensive practical final.

The Trooper is traveling in an unmarked spare/pool state vehicle due to several reasons. The need for transportation between lodging and the training facility. The amount of personal supplies, including State Police uniforms and computer needed for the time they are in training. Also, the NFA requires materials that would not be practical for travel on a plane.

The Trooper will be traveling in one unmarked spare/pool state vehicle. All maintenance on state/pool unmarked state vehicle 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-24-076)

**Attendee and Title**

Trooper First Class Nicholas M. Post – Major Crime Unit

**Fiscal Information – Summary**

Obit	Description	Amount		Amount
0710	Common Carrier	\$	Appropriation of Out-of-State Travel	\$ 100,598.00
0711	Per Diem In Lieu	\$	Amount Expended to Date	\$ 0.00
0712	Meals	\$ 4,514.50	Available Balance	\$ 100,598.00
0713	Hotel	\$ 350.00	Amount requested this authorization	\$ 6,313.21
0714	Mileage	\$	Estimated Balance Available	\$ 94,284.79
0715	Operation State Car	\$ *1,348.71	*State Mileage Reimbursement Rate – Round Trip = \$.67 per mile x 2,013 miles	\$
0717	Miscellaneous	\$ **100.00	** Tolls	
0719	Registration Fees	\$		
	TOTAL	\$ 6,313.21		

Appropriation Code: 10-023-5412-080-500715

Source of Funds: 87% General Funds and 13% Agency Income Funds

Division Director: *C. A. [Signature]*

Commissioner of Safety: *[Signature]*

**ATTACHMENT A**

**AIR TRAVEL BREAKDOWN**

**TRAVEL BY AIR - TIME REQUIRED:**

Round Trip (R/T) Penacook, NH to Manchester Airport	1.10 Hours
Arrival Time at Manchester Airport Prior to Departure	1.50 Hours
Air Travel from Manchester Airport to Knoxville, TN	4.35 Hours
Arrival Time at Knoxville, TN Prior to Departure)	1.50 Hours
Air Travel from Knoxville, TN Airport to Manchester, NH	<u>4.05 Hours</u>
	12.50 Hours – Round Trip

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

Airfare	\$ 448.00
*Baggage Fee – Round Trip [\$40.00 1 <sup>st</sup> bag, \$45.00 2 <sup>nd</sup> bag]	\$ 170.00
Rental Car – for 70 Days	\$ 3,320.99
Meals (2 Days x \$49.25/Day; 68 day x \$64.00/Day) [GSA Rate]	\$ 4,450.50

**TOTAL COST TO TRAVEL BY AIR** **\$ 8,389.49**

**TRAVEL BY VEHICLE COST BREAKDOWN**

**TRAVEL BY VEHICLE – TIME REQUIRED:**

Penacook, New Hampshire to Oak Ridge, Tennessee 31.37 Hours – Round Trip

**TRAVEL BY VEHICLE – TRIP COST:**

State Mileage Reimbursement Rate – R/T for One State Vehicle from Penacook, NH, to Oak Ridge, TN <i>[\$.67 per mile x 2,013 total miles]</i>	\$ 1,348.71
Meals (2 Days x \$49.25/Day; 69 days x \$64.00/Day) <i>[GSA Rate]</i>	\$ 4,514.50
Miscellaneous (Tolls)	\$ 100.00
Hotel (Two Nights Approximate Plus Tax)	\$ 350.00
<b><u>TOTAL COST TO TRAVEL BY VEHICLE:</u></b>	<b>\$6,313.21</b>

**COST COMPARISON USING MOTOR VEHICLE TRAVEL**

AIR TRAVEL: \$8,389.49

VEHICLE TRAVEL: \$6,313.21

SAVINGS IF DRIVEN: \$2,076.28

## **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.

**Fiscal Information – Summary**

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Division Director: 

Commissioner of Safety: 