

CSA



State of New Hampshire

DEPARTMENT OF SAFETY
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ROBERT L. QUINN
COMMISSIONER

1H

July 23, 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,(SP) requests authorization for one Trooper to travel over 300 miles one way in their own State Police issued unmarked state vehicle in the amount of \$4,757.11 to attend the Basic Explosive Detection Canine Handlers Course at K2 Solutions Inc. in Southern Pines, NC, from August 31, 2024, through September 29, 2024, upon Governor and Council approval. 41% Highway Funds; 34% General Funds, and 25% Turnpike Funds.

Funds are available in the SFY2025 operating budget as follows:

02-23-23-234015-40030000 DOS -SP – Traffic Bureau SFY2025
080-500715 – Out of State Travel Reimbursement - Operation – State Car (Out of State) \$4,757.11

EXPLANATION

This request is for approval to travel outside a 300-mile radius for Trooper Stubbs in their own State Police issued state vehicle for the purpose of attending the Basic Explosive Detection Canine Handlers Course at K2 Solutions Inc., in Southern Pines, NC. Trooper Stubbs is traveling in a State Police issued unmarked state vehicle. The course runs from August 31, 2024, through September 29, 2024.

The round-trip mileage from Newbury, New Hampshire to Southern Pines, North Carolina is 1,644.2 miles. The cost to travel by state vehicle is \$4,757.11. Due to the requirement of the Trooper to travel with his K-9, there is no air travel comparison (see Attachment A). The employee will not be paid overtime during the time frame of travel.

The purpose of this travel is to attend the Basic Explosive Detection Canine Handlers Course at K2 Solutions, in Southern Pines, North Carolina. The canine will be purchased just prior to training from K2 Solutions. K2 Solutions is a vendor that can provide single purpose explosive detection canines, with “standoff” capability. The handler and canine receive a minimum 4-week handlers’ course that results in a Phase 1 and Phase 2 certification from the International Police Work Dog Association (IPWDA) to meet the training and certification that is required. They are the nation’s leading provider in canine security and training. They have also provided the last eight (8) explosive detections canines to NHSP Bomb Squad. Once training is completed the Trooper will transport the canine back to New Hampshire via his cruiser which is outfitted to transport the canine.

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All maintenance on the State Police issued 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

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: July 23, 20224

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Trooper Brandon Stubbs from Troop D and a member of the Bomb Squad to travel to Southern Pines, North Carolina for 30 days of out-of-state travel status from August 31, 2024, through September 29, 2024.

Conference/Workshop/Seminar Title

Basic Explosive Detection Canine Handlers Course

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 their own State Police issued unmarked state vehicle for the purpose of attending the Basic Explosive Detection Canine Handlers Course from August 31, 2024, through September 29, 2024, in Southern Pines, North Carolina. The total round-trip mileage for one Trooper from Newbury, NH to Southern Pines, North Carolina, is 1,644.2 miles. The cost to travel by state vehicle is \$4,757.11. This employee will not be paid overtime during the time frame of their travel.

The purpose of this travel is to attend the Basic Explosive Detection Canine Handlers Course at K2 Solutions, in Southern Pines, North Carolina. The canine will be purchased just prior to training from K2 Solutions. K2 Solutions is a vendor that can provide single purpose explosive detection canines, with "standoff" capability. The handler and canine receive a minimum 4-week handlers' course that results in a Phase 1 and Phase 2 certification from the International Police Work Dog Association (IPWDA) to meet the training and certification that is required. They are the nation's leading provider in canine security and training. They have also provided the last eight (8) explosive detections canines to NHSP Bomb Squad. Once training is completed the Trooper will transport the canine back to New Hampshire via his cruiser which is outfitted to transport the canine.

All maintenance on State Police issued cruisers 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.

Attendee and Title

Trooper Brandon Stubbs – Troop D/Bomb Squad

ATTACHMENT A

TRAVEL BY VEHICLE COST BREAKDOWN

TRAVEL BY VEHICLE – TIME REQUIRED:

Newbury, New Hampshire to Southern Pines, North Carolina 27.40 Hours – Round Trip

TRAVEL BY VEHICLE – TRIP COST:

State Mileage Reimbursement Rate – R/T for One State Vehicle from Newbury, NH to Southern Pines, NC <i>[\$.670 per mile x 1644.2 total miles]</i>	\$1,101.61
Hotel – Approximate Plus Tax – 30 Nights	\$1,812.50
Tolls (R/T) – Approximate	\$ 100.00
Meals (28 Days x \$59.00/Day) <i>[GSA Rate]</i>	\$1,652.00
Meals (2 Days x \$45.50/Day) <i>[GSA Rate]</i>	\$ 91.00
<u>TOTAL COST TO TRAVEL BY VEHICLE:</u>	\$4,757.11

AIR TRAVEL BREAKDOWN

Due to the requirement of the Trooper to travel with his K-9, there will be no air travel comparison.

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

	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carrier	\$	Appropriation of Out-of-State Travel	\$ 179,088.00
0711	Per Diem In Lieu	\$	Amount Expended to Date	\$ 1,331.42
0712	Meals	\$ 1,743.00	Available Balance	\$ 177,756.58
0713	Hotel	\$ *1,812.50	Amount requested this authorization	\$ 4,757.11
0714	Mileage	\$ 1,644.2	Estimated Balance Available	\$ 172,999.47
0715	Operation State Car	\$ **1,101.61	*Hotel for 30 nights	
0717	Miscellaneous	\$ ***100.00		
0719	Registration Fees	\$	**State Mileage Reimbursement Rate – Round Trip = \$.67 per mile x 1,644.2	
	TOTAL	\$ 4,757.11	***Tolls – \$100.00 Approx. (Round Trip);	

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

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

Division Director: *Colin Matthews* Commissioner of Safety: *Luella*