



State of New Hampshire

DEPARTMENT OF SAFETY
JAMES H. HAYES BUILDING
33 HAZEN DRIVE
CONCORD, NEW HAMPSHIRE 03305
603-271-2791

1A -
8/19/26



EDDIE EDWARDS
ASSISTANT COMMISSIONER

ROBERT L. QUINN
COMMISSIONER

STEVEN R. LAVOIE
ASSISTANT COMMISSIONER

August 19, 2026

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to MOP 1301, VI, D, authorize the Department of Safety, Division of State Police to allow Major Matthew Amatucci to travel outside of a 300-mile radius of his official duty station in an unmarked State Police spare/pool vehicle to attend the FBI National Academy – 300th Session in Quantico, Virginia, from September 29, 2026, through December 10, 2026, at a cost of \$1,908.90, effective upon Governor and Council approval. **41% Highway Funds; 34% General Funds, 25% Turnpike Funds.**

Funds are available in account, <u>Traffic Bureau</u> , as follows:	<u>FY2027</u>
02-23-23-234015-40030000-080-500712–Meals (Out of State)	\$ 104.50
02-23-23-234015-40030000-080-500713–Hotel (Out of State)	\$ 179.10
02-23-23-234015-40030000-080-500715–Operation-State Car (Out of State)	\$ 875.30
02-23-23-234015-40030000-080-500717–Miscellaneous (Out of State)	\$ 750.00
Total	\$1,908.90

EXPLANATION

This purpose of this request is for approval to authorize Major Matthew Amatucci to travel outside a 300-mile radius of his official duty station in an unmarked State Police spare/pool vehicle while in an on-duty status, to attend the Federal Bureau of Investigation (FBI) National Academy – 300th Session in Quantico, Virginia, from September 29, 2026, through December 10, 2026, in accordance with MOP 1301, VI, D.

The estimated round-trip distance between Barrington, New Hampshire, and Quantico, Virginia, is approximately 1,084 miles. The estimated cost of travel using a State Police unmarked spare/pool vehicle is \$1,908.90. By comparison, the estimated cost of commercial air travel and a rental vehicle for the 73-day training period is \$5,775.38. Use of the State vehicle is expected to result in an estimated cost savings of \$3,866.48. A cost comparison is included as Attachment A.

The FBI National Academy is a nationally recognized executive-level professional development program for law enforcement leaders. Attendance is by nomination and invitation only and provides advanced instruction in leadership, behavioral science, forensic science, terrorism, communication, health and fitness, and other specialized law enforcement disciplines. Participation supports the continued professional development of Division leadership and strengthens partnerships and collaboration with law enforcement agencies from across the United States and internationally.

Approval of this request will allow the Division to use the most cost-effective method of transportation while supporting the professional development of a senior law enforcement leader. The advanced leadership, investigative, and operational training provided through the FBI National Academy will strengthen the Division's ability to prevent and respond to criminal and public safety threats, enhance

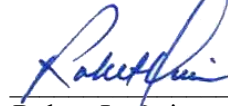
To make New Hampshire the safest state in the Nation with the highest quality of life for all.

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
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interagency coordination, and support the continued delivery of effective law enforcement services that protect the residents and visitors of New Hampshire.

All maintenance on the State Police unmarked spare/pool vehicles is current and up to date. The Division of State Police maintains policies governing vehicle maintenance and breakdown response. If a mechanical issue occurs, the Troopers will notify their supervisor, and repairs will be coordinated through a qualified local contractor.

Respectfully submitted,



Robert L. Quinn
Commissioner of Safety

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: July 8, 2026

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Major Matthew A. Amatucci from the Investigative Services Bureau to travel to Quantico, Virginia for 73 days of out-of-state travel status from September 29, 2026, through December 10, 2026.

Conference/Workshop/Seminar Title

FBI National Academy – 300th Session

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 FBI National Academy – 300th Session from September 29, 2026, through December 10, 2026, in Quantico, Virginia. The total round-trip mileage for one Trooper from Barrington, NH to Quantico, Virginia, is 1,084 miles. The total cost for travel by air and use of a rental car for the 73-day time frame in Quantico, VA, is \$5,775.38. The cost of traveling by state vehicle is \$1,908.90. **The savings to travel by state vehicle versus travel by air is \$3,866.48** (see Attachment A for comparisons). This employee will not be paid overtime during the time frame of their travel.

The purpose of this travel is to attend the FBI National Academy – 300th Session in Quantico, Virginia. 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 at 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 with each other, 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 State Police issued unmarked 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-26-078)

Attendee and Title

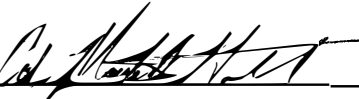
Major Matthew A. Amatucci – Investigative Services Bureau

Fiscal Information – Summary

<u>Obit</u>	<u>Description</u>		<u>Amount</u>		<u>Amount</u>
0710	Common Carrier	\$		Appropriation of Out-of-State Travel	\$ 134,640.00
0711	Per Diem In Lieu	\$		Amount Expended to Date	\$ 2,126.00
0712	Meals	\$	*104.50	Available Balance	\$ 132,514.00
0713	Hotel	\$	**179.10	Amount requested this authorization	\$ 1,908.90
0714	Mileage	\$		Estimated Balance Available	\$ 130,605.10
0715	Operation St Car	\$	875.30	*Meals First & Last Day of Travel: No cost while attending Academy.	
0717	Miscellaneous	\$	***750.00	**Hotel for one night 09/30/2026-No cost beginning 10/01/2026 accommodations provided by the FBI Academy	
0719	Registration Fees	\$			
	TOTAL	\$	1,908.90	***Tolls – \$150.00 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, 25% Turnpike Funds

Division Director:  Commissioner of Safety: _____

ATTACHMENT A

AIR TRAVEL BREAKDOWN

TRAVEL BY AIR - TIME REQUIRED:

Round Trip (R/T) to Manchester Airport in Vehicle from Residence in Barrington, NH <i>[Barrington = .88 Hours One Way = 1.77 Hours Round Trip]</i>	1.77 Hours
Arrival Time at Manchester Airport Prior to Departure	1.50 Hours
Air Travel from Manchester Airport to Washington, DC	1.92 Hours
Arrival Time at Washington Airport Prior to Departure	1.50 Hours
Air Travel from Washington Airport to Manchester, NH	<u>1.80 Hours</u>
	8.49 Hours – Round Trip

TRAVEL BY AIR - TRIP COST INCLUDING AIR TRAVEL:

State Mileage Reimbursement Rate –R/T	\$ 56.41
[From Residence to Manchester Airport in private vehicle: 77.8 miles R/T x \$.725]	
Airfare [For one Trooper]	\$ 498.81
*Baggage Fee – Round Trip [\$30.00/Each One Way]	\$ 120.00
Rental Car – Approximate for 72 Days	\$ 4,216.56
Mandatory Uniform/Clothing Requirement-Approximate	\$ 600.00
Hotel – Approximate Plus Tax – One Night 09-30-2026	\$ 179.10
Meals & Incidentals (2 Days x \$52.25/Day) <i>[GSA Rate]</i>	\$ 104.50

TOTAL COST TO TRAVEL BY AIR **\$ 5,775.38**

TRAVEL BY VEHICLE COST BREAKDOWN

TRAVEL BY VEHICLE – TIME REQUIRED:

Barrington, New Hampshire to Quantico, Virginia

17.47 Hours – Round Trip

TRAVEL BY VEHICLE – TRIP COST:

Operation of State Vehicle	\$ 875.30
Mandatory Uniform/Clothing Requirement-Approximate	\$ 600.00
Hotel – Approximate Plus Tax – One Night 09-30-2026	\$ 179.10
Tolls (R/T) – Approximate	\$ 150.00
Meals & Incidentals (2 Days x \$52.25/Day) <i>[GSA Rate]</i>	\$ <u>104.50</u>

<u>TOTAL COST TO TRAVEL BY VEHICLE:</u>	\$1,908.90
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COST COMPARISON USING MOTOR VEHICLE TRAVEL

AIR TRAVEL:	\$ 5,775.38
VEHICLE TRAVEL:	\$ 1,908.90

SAVINGS IF DRIVEN: \$3,866.48

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.