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New Hampshire DOT
Department of Transportation

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

September 14, 2012
Bureau of Turnpikes

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

Retroactive

REQUESTED ACTION – RETROACTIVE OUT OF STATE TRAVEL

1. Authorize the Department of Transportation a **RETROACTIVE** waiver of MOP 1102(L), which requires travel outside a 300 mile radius by tourist class air passage, and **RETROACTIVE** authorization for Robert Christensen to travel by train to Wilmington, Delaware for the period of May 16, 2012 through May 17, 2012 to be effective upon Governor and Council approval.

2. Authorize the Department of Transportation to reimburse **RETROACTIVELY** out of state travel expenses incurred in Fiscal Year 2012 to Robert Christensen (Vendor #194789), Weare, NH, for train fare in the amount of $336.00, for the period of May 16, 2012 through May 17, 2012, effective upon Governor and Council approval. 100% Turnpike Funds.

Funding is available in account: Toll Collection for FY 2013:

	FY 2013
04-96-96-961017-7050 Toll Collection 080-500710 Out of State Travel - Common Carriers	$336.00

3. Authorize the Department of Transportation a waiver of MOP 1102(L), which requires travel outside a 300 mile radius by tourist class air passage, and authorization for Robert Christensen to travel by train to Wilmington, Delaware for the period of November 7, 2012 through November 8, 2012 at a cost not to exceed $545.00 effective upon Governor and Council approval. 100% Turnpike Funds.

Funding is available in account: Toll Collection for FY 2013:

	FY 2013
04-96-96-961017-7050 Toll Collection 080-500710 Out of State Travel - Common Carriers	$545.00

EXPLANATION

Robert Christensen, Bureau of Turnpikes, Toll Manager, travels by train to Wilmington Delaware, or other locations within the Northeast or middle Atlantic states, up to 6 times each fiscal year to represent the Department of Transportation's Bureau of Turnpikes at the E-ZPass Interagency Group's (IAG) Executive Management and Policy Committees to insure the Department's interests are represented, per Commissioner's office directive.

Wilmington, Delaware has a radial distance of 313 miles from the employee's official headquarters in Hooksett, New Hampshire. Due to an oversight, G&C approval for his trip in May, 2012 was not requested prior to Mr. Christensen making the trip. Mr. Christensen booked the train trip after getting Department approval and has submitted receipts for reimbursement. He has been reimbursed for meals and hotel expenditures ($207.90) but not for train fare ($336.00).

Amtrak has a train station in Wilmington, Delaware. The closest airports, with service from Manchester, New Hampshire are Baltimore, Maryland, (approximately 80 miles from Wilmington) and Philadelphia, Pennsylvania (approximately 23 miles from Wilmington). The following is a cost comparison of Mr. Christensen's train travel directly to Wilmington versus flying into Baltimore or Philadelphia and renting a car to drive to Wilmington. Cab fare, when researched, was determined to be cost prohibited.

	Train (actual)	Flight (Baltimore) estimated	Flight (Philadelphia) estimated
Parking	-	10.00	10.00
Ticket	$336.00	$206.00	$226.00
Car Rental	-	109.00	96.00
Gasoline	-	40.00	12.00
Tolls	-	10.00	10.00
Hotel	125.40	125.40	125.40
Meals	76.50	76.50	76.50
Miscellaneous	6.00	6.00	6.00
	$543.90	$582.90	$561.90
Difference		Add'l. $39.00	Add'l. $18.00

Traveling by train to Wilmington is less expensive, more direct and more productive than traveling by plane to Baltimore or Philadelphia and renting a car round trip to Wilmington. Flying, particularly the more economical, one-stop flights, versus non-stop flights, can take approximately the same time as a train, after factoring in airport check-in, flight-time, rental car check in/out, and driving time. The train affords the opportunity to do work that otherwise would not be as accommodating in the airport, on a plane, or driving.

At the May 17, 2012 meeting, the E-ZPass Group's Policy Committee reviewed and discussed the IAG Strategic Plan in preparation for Executive Management Committee (EMC) input and approval. Participation and information gathered was instrumental in informing the Department's leadership as to direction and to gain their input prior to EMC's ratification of the strategic plan. Presently, approximately 64% of all toll transactions on New Hampshire's Turnpikes occur via E-ZPass, so the Department's involvement is essential.

It is respectfully requested that this resolution be approved.

Sincerely,

Christopher D. Clement, Sr.
Commissioner

Attachment:

GOVERNOR AND COUNCIL

Form #A-24 (08/30/95)

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL (RETROACTIVE)

Date: September 14, 2012

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Transportation requests RETROACTIVE permission for one (1) employee to travel to Wilmington Delaware for two (2) days of out-of-state travel status from May 16, 2012 to May 17, 2012.

Conference/Workshop/Seminar Title

E-ZPass Interagency Group Executive Management and Policy Group Committee Meeting

Purpose of Travel

Review and discuss IAG Strategic Plan in preparation for Executive Management Committee (EMC) input and approval. Participation and information gathered was instrumental in informing the Department's leadership as to EMC's ratification of the strategic plan. Presently, 64% of all toll transactions occur via E-ZPass, so the Department's involvement is essential.

Mr. Christensen requests reimbursement for train fare paid in advance with his personal funds for travel to the meeting being held on May 16, 2012 ($336.00). There is no statewide contract for travel by train. Hotels and meals have been paid ($207.90).

Travelling by train to Wilmington is less expensive ($543.90 vs. $582.90 or $561.90), more direct and more productive than travelling by plane to Baltimore or Philadelphia and renting a car to Wilmington. Flying only saves about an hour of time, after factoring in airport check-in, flight-time, rental car check in/out, and driving time. There is room on the train to complete work that would not get done if on a plane and driving. Please see attached Cost Comparison.

Attendee and Title (1):

Robert Christensen, Bureau of Turnpikes, Toll Manager

Fiscal Information – Summary

Expense Account	Description	Amount
500710	Common Carriers, Out of State	$336.00

Appropriation of Out-of-State Travel	$5,000.00
Amount Expended to date	$0.00
Available Balance	$5,000.00
Amount Requested this Authorization	$336.00
Estimated Balance Available	$4,664.00

Accounting String	017-096-7050-080
Source of Funds	100% Turnpike Funds

Authorized Signature: _____

Cost comparison of train travel versus air travel from Hooksett NH to Wilmington Delaware

Total cost of travel by bus/train from Concord to Wilmington, DE:

	Cost	Time
Roundtrip to Concord Bus Station in private vehicle (In-State Travel) 33 miles x $0.55 mileage = $18.15	$18.15	1 hour, 0 minutes
Parking at Concord Bus Depot (2 days)	$0	
Arrival at Concord Bus Depot prior to departure		0 hours, 30 minutes
Train travel cost and time, roundtrip	$336.00	6 hours, 30 minutes
Car Rental (pickup and return)	$0.00	
Travel from Wilmington train depot to hotel and return		0 hours, 30 minutes
Gasoline	$0.00	
Tolls	$0.00	
Hotel	$125.40	
Meals	$76.50	
Miscellaneous	$6.00	
Subtotal	**$562.05**	**8 hours, 30 minutes**
Hourly Rate		**X 29.71**
Labor	**252.54**	**252.54**
Total	**$814.59**	

Total cost of air travel Manchester to Baltimore to Wilmington, DE:

	Cost	Time
Roundtrip to Manchester Airport in private vehicle(In-State Travel) 33 miles x $0.55 mileage = $18.15	$18.15	1 hour, 0 minutes
Parking at Manchester Airport (2 days)	$10.00	
Arrival at Airport prior to departure		2 hours, 0 minutes
Air Travel cost and time, roundtrip	$206.00	3 hours, 30 minutes
Car Rental (pickup and return)	$109.00	0 hours, 30 minutes
Travel from Baltimore Airport to hotel and return (round trip)		3 hours, 0 minutes
Gasoline	$40.00	
Tolls	$10.00	
Hotel	$125.40	
Meals	$76.50	
Miscellaneous	$6.00	
Subtotal	**$601.05**	**10 hours, 0 minutes**
Hourly Rate		**X 29.71**
Labor	**$297.10**	**$297.10**
Total	**$898.15**	

Total cost of air travel Manchester to Philadelphia to Wilmington, DE:

	Cost	Time
Roundtrip to Manchester Airport in private vehicle(In-State Travel) 33 miles x $0.55 mileage = $18.15	$18.15	1 hour, 0 minutes
Parking at Manchester Airport (2 days)	$10.00	
Arrival at Airport prior to departure		2 hours, 0 minutes
Air Travel cost and time, roundtrip	$226.00	5 hours, 0 minutes
Car Rental (pickup and return)	$96.00	0 hours, 30 minutes
Travel from Philadelphia Airport to hotel and return (round trip)		1 hour, 0 minutes
Gasoline	$12.00	
Tolls	$10.00	
Hotel	$125.40	
Meals	$76.50	
Miscellaneous	$6.00	
Subtotal	**$580.05**	**9 hours, 30 minutes**
Hourly Rate		**X 29.71**
Labor	**$282.25**	**$282.25**
Total	**$862.30**	

GOVERNOR AND COUNCIL

Form #A-24 (08/30/95)

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: September 14, 2012

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Transportation requests permission for one (1) employee or his designee to travel to Wilmington Delaware for two (2) days of out-of-state travel status from November 7, 2012 to November 8, 2012.

Conference/Workshop/Seminar Title

E-ZPass Interagency Group Executive Management and Policy Group Committee Meetings

Purpose of Travel

Robert Christensen, Bureau of Turnpikes, Toll Manager, travels by train to Wilmington Delaware, or other locations within the Northeast or middle Atlantic states, up to 6 times each fiscal year to represent the Department of Transportation's Bureau of Turnpikes at the E-ZPass Interagency Group's (IAG) Executive Management and Policy Committees to insure the Department's interests are represented, per Commissioner's office directive.

Attendee and Title (1):

Robert Christensen, Bureau of Turnpikes, Toll Manager

Fiscal Information – Summary

Expense Account	Description	Amount
500710	Common Carriers, Out of State	$336.00
500712	Meals, Out of State	$76.50
500713	Hotels, Out of State	$125.40
500717	Miscellaneous, Out of State	$6.00
	Total	$543.90

Appropriation of Out-of-State Travel	$5,000.00
Projected Amount Expended to date	$336.00
Available Balance	$4,664.00
Amount Requested this Authorization	$543.90
Estimated Balance Available	$4,120.10

Accounting String	017-096-7050-080
Source of Funds	100% Turnpike Funds

Authorized Signature: _____

Cost comparison of train travel versus air travel from Hooksett NH to Wilmington Delaware

Total cost of travel by bus/train from Concord to Wilmington, DE:

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Arrival at Concord Bus Depot prior to departure		0 hours, 30 minutes
Train travel cost and time, roundtrip	$336.00	6 hours, 30 minutes
Car Rental (pickup and return)	$0.00	
Travel from Wilmington train depot to hotel and return		0 hours, 30 minutes
Gasoline	$0.00	
Tolls	$0.00	
Hotel	$125.40	
Meals	$76.50	
Miscellaneous	$6.00	
Subtotal	**$562.05**	**8 hours, 30 minutes**
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Arrival at Airport prior to departure		2 hours, 0 minutes
Air Travel cost and time, roundtrip	$226.00	5 hours, 0 minutes
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Travel from Philadelphia Airport to hotel and return (round trip)		1 hour, 0 minutes
Gasoline	$12.00	
Tolls	$10.00	
Hotel	$125.40	
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