



Raymond Kelly Richardson
Superintendent

Barry Golner
Deputy Superintendent

Daniel R. Larocque
Deputy Superintendent

OIC KR
1/2/2020

To: Eileen Donoghue
City Manager

From: Raymond Kelly Richardson
Superintendent of Police

Date: January 2, 2020

Re: Out of State Travel

I respectfully request your permission to send one member of the Lowell Police Department to attend the DEA Narcotics School. I have supplied a breakdown of costs below. Thank you for your time in this matter.

Conference: DEA Narcotics School

Location: Bedford, NH

Dates to Travel: January 27, - January 31, 2020

Flight: \$0

Hotel: \$0

Conference Cost: \$0

Mileage/Fuel/Toll/Parking: Will submit receipts upon return

Car Rental: \$0.00

Per Diem: \$250.00 (\$50.00 x 5 days)

Number of people: 1