

Raymond Kelly Richardson
Superintendent

Barry Golner
Deputy Superintendent

Daniel R. Larocque
Deputy Superintendent

OK
JKK
2/12/2020

To: Eileen Donoghue
City Manager

From: Raymond Kelly Richardson
Superintendent of Police

Date: February 13, 2020

Re: Out of State Travel

I respectfully request your permission to send one member of the Lowell Police Department to attend the 2020 Comprehensive Opioid Abuse Program grant forum. I have supplied a breakdown of costs below, all of which will be paid out of a grant. Thank you for your time in this matter.

Conference: 2020 Comprehensive Opioid Abuse Program grant forum

Location: Washington, DC

Dates to Travel: March 9 - March 12, 2020

Flight: \$600

Hotel: \$256 plus taxes and fees per night for 3 nights

Conference Cost: \$0

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

Car Rental: \$0.00

Per Diem: \$200.00 (\$50.00 x 4 days)

Number of people: 1