



107 Merrimack Street • Lowell, MA 01852 • 978.458.2503

TO: Eileen Donoghue, City Manager  
FROM: Shannon Norton, Executive Director *SN*  
DATE: January 2, 2020  
SUBJECT: Out of State Travel Request

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I am respectfully requesting to have permission to send a staff person of the MassHire Greater Lowell Workforce Board and the Chair of the Board to Washington D.C. for the annual meeting of the National Association of Workforce Boards. All expenses for this trip will be paid for with grant funds.

I have supplied a breakdown of the estimated costs below:

Purpose:	Annual Conference of Workforce Boards
Registration:	\$1,050 each
Location:	Washington D.C.
Dates of Travel:	March 21st-24th
Air Transportation:	\$250 (per person)
Hotel:	\$185 (per person, per night)
Per Diem:	\$50.00 per day x 4 days (per person)
Number of Persons:	Two

Please contact me with any questions. Thank you for your consideration.