



Raymond Kelly Richardson
Superintendent

Barry Golner
Deputy Superintendent

Mark LeBlanc
Deputy Superintendent

*JKR
11/27/2022
KLR*

To: Eileen Donoghue
City Manager

From: Raymond Kelly Richardson
Superintendent of Police

Date: January 20, 2022

Re: Out of State Travel

I respectfully request reimbursement for out of state travel expenses incurred on November 2nd and 3rd of 2021. I understand this request is coming well after the travel due to the sensitive nature associated with this case. Detective Sergeant Murray travelled out of state to conduct an interview relative to an ongoing investigation. Please see the costs outlined below. Thank you for your time in this matter.

Location: Law Enforcement Sensitive
Dates to Travel: November 2, 2021 – November 3, 2021
Flight: \$423.38
Hotel: \$157.85
Per Diem: \$100.00 (\$50.00 x 2)
Number of people: 1
Total: \$681.23