

Barry Golner  
*Interim Superintendent*

Mark LeBlanc  
*Deputy Superintendent*

Gregory C. Hudon  
*Superintendent*

To: Thomas A. Golden, Jr. *City Manager*  
City Manager

From: Barry Golner *BG*  
Interim Superintendent of Police

Date: March 30, 2023

Re: Out of State Travel Authorization

I respectfully request your permission to send two members of the Lowell Police Department to attend the Axon Master Instructor Course. The course will be held in Charlotte, NC. The breakdown of costs for the trip are listed below. Thank you for your time in this matter.

**Class:** Axon Master Instructor Course  
**Location:** Charlotte, NC  
**Date to Travel:** April 30 – May 6, 2023  
**Flight:** \$832.60 (JetBlue Flight #1245 & 1246 - \$416.30)  
**Hotel:** \$1,115.04 (AirBnb 6 nights x 185.84)  
**Training Cost:** \$0.00  
**Car Rental:** \$402.00 (Dollar rent a car, 6 days)  
**Mileage/Fuel/Toll/Parking:** Will submit receipts  
**Per Diem:** \$700.00 (\$50.00 x 7 x 2)  
**Number of people:** 2  
**Total:** \$3,049.64



107 Merrimack Street • Lowell, MA 01852 • 978.458.2503

TO: Thomas A. Golden, Jr.  
City Manager

FROM: Shannon Norton, Executive Director *SN*  
MassHire Lowell Career Center

DATE: March 30, 2023

SUBJECT: Out of State Travel Request

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I am respectfully requesting to send five staff members to the National Association of Workforce Development Professionals annual conference in New Orleans, LA from May 8<sup>th</sup> -May 10<sup>th</sup>. This conference provides workforce professionals a chance to attend workshops related to our field and network with peers from around the country. Professional Development is required under our main source of Federal Funds the Workforce Innovation and Opportunity Act.

One hundred percent of the expenses related to this trip will be reimbursed from the MassHire Lowell Career Center's grant appropriation. No City of Lowell generated tax dollars shall be used for the travel expenses related to this conference.

I have supplied a breakdown of the estimated costs below.

Purpose:	Annual Conference of Workforce Professionals
Registration:	\$700 each
Location:	New Orleans, LA
Dates of Travel:	May 8 – 10
Air Transportation:	\$300 per person
Hotel:	\$250 per day, per person
Per Diem:	\$50.00 per day X 3 days per person
Number of Persons:	Five

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