



Terence J. Ryan
Parking Director

MEMORANDUM

TO: Thomas A. Golden, Jr., City Manager

FROM: Terence Ryan, Parking Director

CC: C. Baldwin (CFO)
M. Callery (HR)

DATE: May 16, 2023

SUBJECT: Out-of-State Travel

I respectfully request your permission to attend the New England Parking Council Conference and Tradeshow in Portland Maine, from June 6th thru the 8th. This event will provide me an opportunity to attend in-person sessions focused on effective curb management, successful EV charging operations, and the use of data to decongest the city. The conference, hotel, and travel expenses are listed below and will be covered by the Parking Department Office Fund.

Travel Details

Training: New England Parking Conference and Tradeshow
Location: Portland, Maine
Travel dates: Tuesday June 6th thru Thursday June 8th, 2023
Conference Fee: \$275
Flight: \$0
Hotel: \$468.00
Mileage: \$120.00
Car Rental: \$0
Per Diem: \$100.00
Number of People: 1
Total: \$963.00

Sincerely,

Terence Ryan