



Gregory C. Hudon
Superintendent

Mark LeBlanc
Deputy Superintendent

Frank Nobrega, Jr.
Deputy Superintendent

Stephen Gendreau
Deputy Superintendent

To: Thomas A. Golden, Jr. 
City Manager

From: Gregory C. Hudon 
Superintendent of Police

Date: February 28, 2024

Re: Out of State Travel

I respectfully request permission for travel associated with two officers' travel to Texas for a Police Motorcycle Instructor Certification Course. The travel period will be from April 6, 2024 through April 27, 2024. The projected expenses will be paid for by our Training budget and STEP account.

Thank you for your time in this matter.

Reason: TEEX Police Motorcycle Instructor Certification Course

Location: Bryan, TX

Dates to Travel: April 6-27, 2024

Training Cost: \$6,390.00

Hotel: \$10,356.00 (21 nights)

Flights: \$1,572.40

Rental Car: \$1,582.48

Number of people: 2

Per Diem: \$2,537.00 (\$59/day x 20 days x 2 - \$44.25/day x 2 days x 2)

Total: \$22,437.88