

Raymond Kelly Richardson
Superintendent

Barry Golner
Deputy Superintendent

Daniel R. Larocque
Deputy Superintendent

To: Eileen Donoghue
City Manager

From: Raymond Kelly Richardson
Superintendent of Police

*OK
RR*

Date: April 30, 2019

Re: Out of State Travel

I respectfully request your permission to send one member of the Lowell Police Department to attend the Harley-Davidson Police Technical Training. It will be held at Harley-Davidson University in Milwaukee, WI. This training is for technicians whose departments use Harley-Davidson Police Motorcycles. The class covers Engine Management Systems. NEMLEC will be reimbursing the entire cost of this travel. Thank you for your time in this matter.

Training: 2019 Harley-Davidson Police Technical Training

Location: Milwaukee, WI

Dates to Travel: August 4, 2019 through August 8, 2019

Hotel: \$774.00 (\$129.00 per day x 6 days/plus tax) Doubletree Hotel, Milwaukee, WI

Conference Cost: \$595.00

Airline Costs: \$500.00

Per Diem: \$50 per day per person x 6 days (\$50 x 6) = \$300.00

Mileage/Fuel/Toll:

Number of people: 1

Fighting Fires, Saving Lives, and Promoting Safety.

Jeffrey J. Winward
Fire Chief

Hello Madam Manager,

I am respectfully requesting to travel to Washington DC on May 8 -10 with a group of fire chiefs from Massachusetts for a Fire Chiefs of Massachusetts Legislative breakfast. The purpose of the trip is to lobby our congressional leaders for federal funding and to ask for assistance with federal grant funding. The cost of the trip will be paid by the chief's association.

Thank you,
Chief Jeffrey J. Winward