

From: Guadalupe Ramirez-Herrera <gramirez@chipublic.org>
Sent: Tuesday, November 29, 2022 2:02 PM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>
Subject: RE: Official City Travel Disclosure November 2022

Good afternoon Mr. Berlin,

As per your instructions below, I'm writing this email to notify you that Commissioner Brown partially attended the 2022 Urban Libraries Council Annual Forum on November 16-18. He had to fly back on November 17th as his baby was being born. As originally stated, his hotel and registration fees were covered by ULC and the other expenses will be submitted to OBM for payment.

Please let me know if there's anything else needed.

Lupe Ramirez-Herrera
Chicago Public Library