**From:** Sandra Henry   
**Sent:** Thursday, January 31, 2019 3:22 PM  
**To:** Steve Berlin  
**Subject:** RE: Travel request - Jan. 24 - 25 2019

Hi Steve,

Wanted to let you know I did travel to Washington DC for an Institute for Market Transformation Board meeting and attended in my official capacity as CSO. Expenses were paid by IMT.

Thank you,

Sandra

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Sandra Henry  
Office of the Mayor