

**From:** Candace Moore <[Candace.Moore@cityofchicago.org](mailto:Candace.Moore@cityofchicago.org)>  
**Sent:** Saturday, August 31, 2019 3:35:50 PM  
**To:** Steve Berlin <[Steve.Berlin@cityofchicago.org](mailto:Steve.Berlin@cityofchicago.org)>; Daniel Lurie <[Daniel.Lurie@cityofchicago.org](mailto:Daniel.Lurie@cityofchicago.org)>  
**Cc:** Maurice Classen <[Maurice.Classen@cityofchicago.org](mailto:Maurice.Classen@cityofchicago.org)>; Celia Meza <[Celia.Meza@cityofchicago.org](mailto:Celia.Meza@cityofchicago.org)>  
**Subject:** RE: Travel Policy & Requirements

Hi Steve,

I just want to verify that both Dan and I attended this conference in our official capacity. We traveled to and from New York, NY from August 19<sup>th</sup>-23<sup>rd</sup> and the trip was covered in whole by Bloomberg Philanthropies.

Thanks,  
Candace

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**From:** Daniel Lurie  
**Sent:** Monday, July 15, 2019 6:20 PM  
**To:** Steve Berlin  
**Cc:** Candace Moore; Maurice Classen; Celia Meza  
**Subject:** FW: Travel Policy & Requirements

Hi Steve. Please see below/attached. The mayor has nominated Candace Moore (copied) and myself to attend a conference in New York City. The invitation is attached. Celia Meza shared that we need your approval before we can have the funder, Bloomberg, arrange our travel and hotel. At your convenience, can you let myself and Candace know if we are cleared to engage Bloomberg on those arrangements?

Thank you.

Dan

**From:** Celia Meza  
**Sent:** Monday, July 15, 2019 5:32 PM  
**To:** Daniel Lurie <[Daniel.Lurie@cityofchicago.org](mailto:Daniel.Lurie@cityofchicago.org)>; Candace Moore <[Candace.Moore@cityofchicago.org](mailto:Candace.Moore@cityofchicago.org)>  
**Cc:** Maurice Classen <[Maurice.Classen@cityofchicago.org](mailto:Maurice.Classen@cityofchicago.org)>  
**Subject:** Travel Policy & Requirements

**RE: Bloomberg Harvard City Leadership Initiative: Senior Leader Program Information**

Dan and Candace,

Please review the email below from Yasmin regarding the travel policy and requirements for approval that you must complete for the program that the Mayor asked that you both attend. You should review these prior to making any reservations.

**IMPORTANTLY** – if the cost is going to be covered by a third party (not the City) you must obtain approval from the Board of Ethics. You should complete the required forms and submit to Steve Berlin for approval – you should simply cc: me on all of your communications with Steve Berlin.

- *All proposed staff travel that will be done at no cost to the city must be cleared with the Board of Ethics, as explained in the travel guidelines. You must fill out the travel request form and mark off the third party section and attach the board of ethics approval and submit to the COS for approval.*

You will each need to submit the approval requests directly to Steve Berlin at the Board of Ethics prior to booking any travel or accommodations.

I have cc'd Maurice on this so he is aware you will be submitting a request.

**Celia Meza**