

From: Guadalupe Ramirez-Herrera <gramirez@chipublic.org>
Sent: Wednesday, February 21, 2024 9:36 AM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>
Subject: RE: Official Travel Disclosure February 2024

Good morning Mr. Berlin,

As per your instructions below, I'm writing this email to notify you that Commissioner Brown traveled to Miami, Florida to attend the Knight Library Conference 2024 on February 18-20, 2024. As originally stated, his airfare and hotel expenses were covered by the Knight Foundation. Other expenses will be submitted to OBM for payment.

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

From: Guadalupe Ramirez-Herrera <gramirez@chipublic.org>
Sent: Monday, December 4, 2023 11:15 AM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>
Subject: Official Travel Disclosure February 2024

Good morning Mr. Berlin,

Commissioner Chris Brown (Chicago Public Library) has been invited to attend the Knight Library Conference 2024 on February 19 and 20 in Miami, Florida. Commissioner's airfare and hotel will be covered by the Knight Foundation. All other expenses (ground transportation, meals, etc.) will be submitted to OBM for payment. Does this meet with your approval?

Lupe Ramirez-Herrera
Chicago Public Library
400 S. State Street | Chicago, IL 60605
312-747-4098 | gramirez@chipublic.org

