**From:** Matthew Muench  
**Sent:** Tuesday, March 19, 2019 12:00 AM  
**To:** Steve Berlin  
**Subject:** reporting a trip paid by 3rd party

Hi Steve,

I hope you’re well. I’m reporting that I attended, in my official capacity, a conference in Charleston, South Carolina on building apprenticeship programs for youth and young adults. It was put on by a group of national non-profits, led by New America out of Washington, DC, on March 11-12. It related directly to some efforts underway here in Chicago that I'm working on. There was no fee for attending the conference, but a philanthropic entity here in Chicago, the Chicagoland Workforce Funders Alliance, housed at the Chicago Community Trust, will be paying for my airfare and hotel (I paid for it upfront and they will reimburse me once I file the expense report) because it aligns with their philanthropic goals. This was approved prior to the trip but my supervisor, Joe Deal.

Please let me know if you have any questions. Thanks as always for your help!

Matt

**Matthew M. Muench**

Director of Workforce Innovation