

From: Alayna Arrington <aarringto@chipublic.org>
Sent: Monday, December 2, 2024 3:05 PM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>
Cc: Cynthia Clemons <cclemons@chipublic.org>
Subject: Re: Official City Travel Discloser November 2024

Hi Steve,

This is disclosure of official travel for Alayna Arrington who traveled November 6-November 8 to Washington D.C. to participate in the 2024 Urban Libraries Council (ULC) Creating Youth Opportunities Convening with approval (ED hours) on behalf of CPL. Expenses for air, lodging, and transportation were be covered by a third party (ULC) and herself (Alayna).

Sincerely,

Alayna Arrington (she/her) | Teen Services Outreach Coordinator

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From: Alayna Arrington <aarringto@chipublic.org>
Sent: Friday, October 25, 2024 2:05 PM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>
Cc: Cynthia Clemons <cclemons@chipublic.org>
Subject: Official City Travel Discloser November 2024

Hello Steve,

This is disclosure of official travel for Alayna Arrington who will travel on November 6-8th, 2024, to Washington D.C. to participate in the Urban Libraries Council Creating Youth Opportunities Convening. Alayna's expenses (incl. air, lodging, meals, and ground transportation) will be covered by a third party.

Cynthia is copied for visibility as SOD is processing the paperwork.

Sincerely,

Alayna Arrington (she/her) | Teen Services Outreach Coordinator

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