

From: Kiran Khokha <Kiran.Khokha@cityofchicago.org>
Sent: Tuesday, October 1, 2024 4:55 PM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>
Subject: Re: Reporting Travel (Paid by CFE Fund)

Hi Steve,

I have returned from my work trip to NYC where I attended a one-day conference in my official capacity on 9/25/24 hosted by the Cities for Financial Empowerment Fund (CFE Fund) at their office (44 Wall Street). My expenses (flight, one night hotel, ground transportation, and food) were paid by the CFE Fund as was the case for all participants. If you need any additional information, please let me know.

Thanks,

Kiran

From: Kiran Khokha <Kiran.Khokha@cityofchicago.org>
Sent: Wednesday, August 14, 2024 12:02 PM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>
Cc: Taylor Griffin <Taylor.Griffin@cityofchicago.org>; Chasse Rehwinkel <Chasse.Rehwinkel@cityofchicago.org>; Scheagbe (Umi) Grigsby <Umi.Grigsby@cityofchicago.org>
Subject: Reporting Travel (Paid by CFE Fund)

Hi Steve,

The City received a grant from the CFE Fund and Taylor (copied) and I will be travelling to NYC for a related conference taking place on 9/25/24. The CFE Fund is covering our transportation and travel expenses, which includes transportation to NYC, a hotel room for one night, and reimbursement for incidental expenses (attached). I believe per the City's ethics rules, we have to report any work travel that is not paid for by the City prior to the trip and then also report again within 10 days of returning from the trip. If you need any additional information, please let me know.

Thanks,

Kiran

Kiran Khokha

Deputy Director, Policy and Legislation

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