

From: Christian Denes <Christian.Denes@cityofchicago.org>
Sent: Wednesday, March 9, 2022 12:15 PM
To: Richard Superfine <Richard.Superfine@cityofchicago.org>
Cc: Gloria Alston-Middleton <Gloria.AlstonMiddleton@cityofchicago.org>
Subject: RE: Travel - Christian Denes

Hello, Richard –

I have returned safely from Paris, France (thank you for the well wishes in your email to Gloria).
I have re-attached the travel application packet and can confirm that the contents describing that I went in official capacity, where, when, why and who paid the expenses are correct.
Please let me know if there is anything else you need from me.

Many thanks,

Christian Denes
Director of Strategic Planning & Impact
he/him/his

Chicago Department of Family and Support Services

City of Chicago



Traveler Certification Form

With regard to my trip described in the attached Travel Request, I certify to the following:

- I have reviewed the City of Chicago Travel Policy.
- The purpose of this trip meets the general requirements for approved travel set forth in the City of Chicago Travel Policy.
- The purpose of this trip cannot be fulfilled locally.
- This trip is not routine local travel or local travel related to the performance of my regular job duties.
- I am taking this trip for the purposes identified in the Travel Request.
- I have made all applicable travel arrangements through the City's designated travel management agency.
- I have made appropriate effort to secure the most economical means of travel.

Christian Denes

2/7/21

Traveler Name (Print)

Date

Traveler Signature

A handwritten signature in black ink, appearing to read "Christian Denes", written over a horizontal line.

COVID-19 Traveler's Certification

Given health considerations and increased risk to travelers during the pandemic, I acknowledge that the City has implemented the following travel restrictions (exceptions must be requested by the department head and approved prior to travel):

1. Travelers must be fully vaccinated for COVID-19 to travel outside the State of Illinois. [No Exceptions]
2. If participation is possible via a virtual mode, it must be used in lieu of travel.
3. International travel is prohibited.
4. Discretionary travel to conferences, meetings, seminars, and honorary events is prohibited.

By signing this form, I attest to the following:

I agree to follow all provisions in the City of Chicago Travel Policy and the COVID-19 Policy Addendum.

I agree to abide by the CDC's COVID-19 Travel guidance that is in effect as of the date of travel. I have reviewed the CDC's guidance for domestic or international travel based on my destination. I acknowledge that the guidelines vary for fully vaccinated and unvaccinated people and agree to abide by the provisions that are applicable to my vaccination status before, during, and after travel.²

I understand that travel increases my risk for contracting COVID-19 and that I have additional responsibilities to protect myself and others before, during, and after travel, as specified on the CDC's website. This may include, but is not limited to, wearing a face covering, adhering to social distancing guidelines, COVID-19 testing, and required quarantine or isolation periods as required by the CDC, a specific City, State, or Country.

If I fail to abide by the aforementioned and/or misrepresent my vaccination status, I acknowledge that I may be disciplined up to and including discharge.

Trip Destination: Click or tap here to enter text. **Paris, France.**

Trip Dates: Click or tap here to enter text. **February 26 - March 4, 2022**

Christian Denes

Name of Traveler (clearly print name)

Signature of Traveler (original signature)

2/7/22

Date Signed

² Unvaccinated employees who travel within Illinois are exempt from the CDC testing and isolation requirements, unless the State or City mandates such requirements via policy, ordinance, or executive order. Unvaccinated contractors must abide by provisions adopted by their employer; the City is not responsible for costs associated with testing, quarantine, isolation, itinerary changes, and the like as the result of complying with CDC guidelines, a COVID diagnosis, and/or imposed travel restrictions.

Request for Travel Exception
[For Use by Department Heads]

Given health considerations and increased risk to travelers during the pandemic, I acknowledge that the City has implemented the following travel restrictions:

1. Travelers must be fully vaccinated for COVID-19 to travel outside the State of Illinois. [No Exceptions]
2. If participation is possible via a virtual mode, it must be used in lieu of travel.
3. International travel is prohibited.
4. Discretionary travel to conferences, meetings, seminars, and honorary events is prohibited.

Per the COVID-19 Travel Policy Addendum, department heads may request an exception (excluding the vaccination requirement) for one or more of the other travel restrictions for travelers to conduct urgent business that can only be conducted in-person.

By submitting this exception request, I attest that participation via a virtual mode is not possible and am requesting an exception to one or more of the travel restrictions. I recognize that unvaccinated employees are prohibited from traveling out-of-state on behalf of or for the benefit of the City unless they have an accommodation on file that has been approved by the Department of Human Resources pursuant to the 'City of Chicago COVID-19 Vaccination Policy.' I am requesting the following travel exception(s) for the noted traveler(s) to conduct urgent business that can only be conducted in-person. [Articulate your request; attach a separate page/memo if more space is needed.]

See attached memorandums.

Christian Denes
Paris, France
February 26 - March 4, 2022

Name of Traveler(s): Click or tap here to enter text.

Trip Destination: Click or tap here to enter text. Trip Dates: Click or tap here to enter text.

Brandie V. Knazze

Department Head (clearly print name)

Signature of Department Head

[Must be original signature of department head]

Date Signed

Approved Denied

Chief of Staff:

Approved Denied

Budget Director:

**Civic Leadership Academy Memorandum of Understanding
between Civic Leadership Academy, CLA Fellow and CLA Fellow's Employer**
Updated November 2020

This Memorandum of Understanding (MOU) establishes a training and development program with the University of Chicago, through the Civic Leadership Academy, the Academy Fellow Christian Denes and the Academy Fellow's Employer City of Chicago.

I. Introduction

The following is a memorandum of understanding (the "Memorandum" or "MOU") between The Civic Leadership Academy (the "CLA"), the Academy Fellow (the "Fellow") and the Academy Fellow's employer (the "Employer"). The CLA, the Academy Fellow and the Employer may each be referred to herein as a "Party," and, collectively, the "Parties". The purpose of this document is to outline how the Parties intend to work together to provide the Fellow with a training and development opportunity intended to grow and advance the civic mission of the Employer.

As a major urban research university and an anchor institution in the city of Chicago, the University of Chicago, through the Civic Leadership Academy, is committed to supporting the civic infrastructure of the city of Chicago. The training and development of civic leaders in Chicago play a large role in that commitment. The Civic Leadership Academy, based at the [University of Chicago Center for Effective Government](#), is an interdisciplinary leadership development program for emerging high-potential leaders in nonprofit organizations and local government agencies within the City of Chicago and Cook County. The Civic Leadership Academy was developed by the University's Office of Civic Engagement and the Harris School of Public Policy in partnership with the University's other professional schools and the Institute of Politics, as well as Local Initiatives Support Corp. (LISC) Chicago, Civic Consulting Alliance, the City of Chicago, and Cook County. The program is designed to cultivate a pipeline of talented leaders to help nonprofits and government agencies thrive. Those leaders, in turn, will help strengthen local Chicago neighborhoods and communities.

II. Purpose

The purpose of this MOU is to establish a training and development program with the University of Chicago, through the Civic Leadership Academy, the Academy Fellow and the Academy Fellow's Employer.

This program is comprised of the following major components:

1. Six-Month, Interdisciplinary Training and Development Coursework

Academy Fellows will attend classes every other week on Fridays (8:30 a.m.-3:00 p.m.) from January to June. In addition to Friday classes, Fellows will also participate in a monthly Civic Practitioner Leadership Series (CPLS). The CPLS is a monthly gathering from January through June where we bring current fellows, CLA alumni and a leading civic practitioner together to explore the practical applications of the themes of leadership established in the classroom.

2. Assignments

Fellows are assigned roughly 5 hours of reading every two weeks. Fellows are expected to complete all readings prior to class and to fully engage in discussion, classroom activities and reflections. Each Fellow will be expected to complete two assignments: an in-class presentation and a capstone essay. Presentations will be made over the lunch hour throughout the program. The capstone essay will be due on Friday, June 11, 2021. Details on both of these assignments will be distributed at the appropriate time.

3. Global Component

The Fellow will participate in a week-long global cities leadership practicum, which is expected to involve a week-long global program in Paris, France during the week of May 23, 2021; provided, however, that the global component is subject to change at the University's discretion.

4. Continued Education

Upon the Fellow's completion of the program, the Employer will receive a credit worth \$2,000 to be used for the CLA Fellow towards one course through the Returning Scholars program at the University of Chicago's Graham School of Continuing Liberal and Professional Studies.

III. Civic Leadership Academy Commitments

The University of Chicago, through the Civic Leadership Academy, commits to undertake the following:

Six-Month, Interdisciplinary Civic Leadership Development Coursework

The University of Chicago, through the Civic Leadership Academy, will provide an interdisciplinary training for civic leaders.

Continued Education

Upon the CLA Fellow's completion of the program, the Employer will receive a credit for the benefit of the Fellow worth \$2,000 to be used to take a course through the Returning Scholars program at the Graham School of Continuing Liberal and Professional Studies. This credit can only be used by the Fellow for up to one year after they complete CLA. It is non-transferable and will expire upon the date the Academy Fellow ceases working for the Employer, or one year from the date of graduation, whichever comes sooner.

IV. Academy Fellow Commitments

The Fellow commits to undertake the following:

Acceptance & Other Announcements

The Fellow will not publicly announce their acceptance to the Civic Leadership Academy until the University releases a press release announcing the cohort or as otherwise notified by the Civic Leadership Academy staff.

The University is excited about the potential for Fellows and Employers to work together, and the University fully encourages Fellows to support one another on civic projects. However, it is important that any references to the Fellows' or Employers' participation in CLA not be construed as a message from the University or advocacy on behalf of the University or its affiliates. The University's role in political and social advocacy is limited by the [Kalven Report](#). As such, the University of Chicago's and/or CLA's name, trademarks, logos, and materials should not be reproduced or used without advance written permission from the University. The ideas and values presented in class by faculty are their own, and do not represent the University at large.

The University does encourage each Fellow to count the Civic Leadership Academy among one's credentials, and basic references to one's participation in the program do not require pre-approval. Examples include: I am a graduate of the Civic Leadership Academy at the University of Chicago; as a 2021 CLA Fellow ...; we are members of the 2021 cohort of the CLA at the University of Chicago; etc.

Communication

All official communications from CLA will be disseminated through the CLA cohort listserv, MailChimp or on Canvas. Fellows are expected to check both their email and Canvas daily and are responsible for information sent to that account. Fellows can set up alerts from Canvas directly to their email.

Civil Behavior in a University Setting (from the University of Chicago's Student Handbook)

At the University of Chicago, freedom of expression is vital to our shared goal of the pursuit of knowledge, as is the right of all members of the community to explore new ideas and learn from one another. To preserve an environment of spirited and open debate, we should all have the opportunity to contribute to intellectual exchanges and participate fully in the life of the University.

The ideas of different members of the University community will frequently conflict, and we do not attempt to shield people from ideas that they may find unwelcome, disagreeable, or even offensive. Nor, as a general rule, does the University intervene to enforce social standards of civility. There are, however, some circumstances in which behavior so violates our community's standards that formal University intervention may be appropriate. The University may restrict expression that violates the law, that falsely defames a specific individual, that constitutes a genuine threat or harassment, that unjustifiably invades substantial privacy or confidentiality interests, or that is otherwise directly incompatible with the functioning of the University. In addition, the University may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the University.

For additional information regarding the University's commitment to free, robust, and uninhibited debate and deliberation among all members of the University's community, please see the Report of the Committee on Freedom of Expression: <http://freeexpression.uchicago.edu/page/report-committee-freedom-expression>.

Six-Month, Interdisciplinary Civic Leadership Development Coursework

Academy Fellows will attend classes every other week on Fridays from January to June. Course dates and times are as follows:

Course dates and times are as follow but may be subject to change by CLA upon notice to Fellows.

Date	Section	Topic	Faculty		Time
Thursday, January 7, 2021	Orientation & Welcome Celebration				1-6pm
Friday, January 8, 2021	Foundations	Discovering Leadership Capacity	H. Davis		8:30-2pm
Friday, January 15, 2021	CPLS				12-1pm
Friday, January 22, 2021	Foundations	Defining Civic Leadership	C. Cohen		9-10:30am
			W.Howell		10:45-12:15pm
Friday, January 29, 2021	CPLS				12-1pm
Friday, February 5, 2021	Foundations	Race, Gender, and Sexuality	M. Case		9-10:30am
			A. Green		10:45-12:15pm
Friday, February 12, 2021	CPLS				12-1pm
Friday, February 19, 2021	Foundations	Understanding Victimhood and the Ethics of Leadership	A. Callard	K. Warren	8:30-2pm
Friday, February 26, 2021	CPLS				12-1pm
Friday, March 5, 2021	Goals	When is Change Possible?	W. Howell		9-10:30am
		Measurement, Accountability, and Goal Setting	E. Bueno de Mesquita		10:45am-12:15 pm
Friday, March 12, 2021	CPLS				12-1pm
Friday, March 19, 2021	Goals	Defining Goals in Government and Nonprofit Sectors	J. Mosley		9-10:30am
		Using Data to Advance Policy Objectives	C. Berry		10:45am-12:15 pm
Friday, March 26, 2021	CPLS				12-1pm
Friday, April 2, 2021	Strategy & Tactics	Keeping & Disrupting Power	J. McCormick		8:30-2pm
Friday, April 9, 2021	CPLS				12-1pm
Friday, April 16, 2021	Strategy & Tactics	Negotiation (Case Study)	G. Wu		8:30-2pm
Friday, April 23, 2021	CPLS				12-1pm
Friday, April 30, 2021	Communication	Mission Oriented Communication	K. Wolske	S. Vasquez	8:30-2pm
Friday, May 7, 2021	CPLS				12-1pm
Friday, May 14, 2021	Communication	Commitment and Persuasion	H. Caruso		8:30-2pm
Week of May 23	Global Practicum - Paris, France		W. Howell		
Friday, June 4, 2021	Communication	Active Listening, Performance, and Storytelling	S. Edwards	J. Thebus	8:30-2pm
Friday, June 18, 2021	Reflection & Synthesis		W. Howell		8:30-2pm
Friday, June 18, 2021	Graduation				5:30-8pm

In order to successfully complete the CLA and be awarded a certificate of participation from the Harris School of Public Policy, Fellows must successfully complete the following:

1. Attendance and participation in the CLA Orientation, CLA Welcome Celebration, CLA Global Practicum, CLA Global Practicum Debrief, CLA Classes and CLA Civic Practitioner Leadership Series.
2. CLA Assignments

The Academy Fellow will be made aware of any additional time requirements. It is the responsibility of the Fellow to communicate any additional time requirements to the Employer.

Global Component

Each party is responsible for obtaining their passport.

It is the University's expectation that the global component will be considered part of the Fellow's work day (not counted as vacation time/ personal time/sick time).

Neither the University of Chicago nor the Civic Leadership Academy will be held liable for any injuries to the Academy Fellow while traveling abroad. It is the responsibility of the Fellow to obtain any necessary vaccinations, travel insurance, visa, or other travel documents. Fellows will be responsible for covering visa and passport renewal fees.

Commitment to Program

The Fellow agrees to attend all classes and dedicate sufficient time and energy to ensure success in the Civic Leadership Academy. The Fellow agrees to be on time for each class, complete all readings and watch all recorded lectures in advance of class and to come fully prepared to engage in group discussions, paired exchanges, and individual writing prompts, through which we attempt to discern the lessons, meanings, limitations, extensions and applications of the readings our faculty assign.

Due to University health guidelines, CLA will begin the cohort experience virtually and transition to in-person as soon as the University deems safe and possible. Fellows should be present and engaged during class and limiting outside distractions to best contribute to learning. Courses are discussion based, requiring that all Fellows actively listen to one another and participate in classroom activities. During class, fellows agree to refrain from emailing colleagues, catching up on the news, or engaging in any activities that do not immediately relate to the classroom discussions.

Fellows are required to attend the following:

1. CLA Orientation
2. CLA Welcome Celebration
3. CLA Classes (including the post-Paris debrief)
4. CLA Civic Practitioner Leadership Series
5. CLA Graduation

Fellows are allowed one excused absence from either a CLA Class or the CLA Civic Practitioner Leadership Series. An excused absence will require a signed letter from both the Fellow and their supervisor to be emailed to CLA staff at civicleadershipacademy@uchicago.edu. A Fellow should reach out to CLA staff to discuss any exceptions to this policy.

CLA reserves the right to remove a Fellow from the Academy and all related CLA publications should they not meet Academy requirements. An Employer will not be reimbursed if a Fellow is removed.

Alumni Commitment

As alumni of the Civic Leadership Academy, Fellows will be invited to participate in on-going professional development workshops and social events. In addition, each Fellow is expected to volunteer to support CLA efforts and engagement with CLA colleagues to the further betterment of Chicago. This could include but is not limited to: serve on panel discussions, participate in conferences and small group meetings with UChicago students and youth connected to UChicago programs, serve on alumni committees, assist with recruitment activities, plan events, collaborate with other CLA alums and the University on project specific endeavors, and/or engage with others interested in learning more about civic leadership in the context of CLA and leadership more broadly.

V. Employer Commitments

The Employer commits to undertake the following:

Acceptance Announcement

The Fellow will not publicly announce their acceptance to the Civic Leadership Academy until the University releases a press release announcing the cohort or as otherwise notified by the Civic Leadership Academy staff.

The University is excited about the potential for Fellows and Employers to work together, and the University fully encourages fellows to support one another on civic projects. However, it is important that any references to the Fellows' or Employers' participation in CLA not be construed as a message from the University or advocacy on behalf of the University. The University's role in political and social advocacy is limited by the [Kalven Report](#). As such, the University of Chicago's and/or CLA's name, trademarks, logos, and materials should not be reproduced or used without advance written permission from the University. The ideas and values presented in class by faculty are their own, and do not represent the University at large.

Time Commitment

The Academy Fellow will not be required to take vacation/personal time/sick time to attend this program. The Employer will enable the Fellow to attend the CLA Orientation, CLA Welcome Celebration, CLA Global Practicum, CLA Global Practicum Debrief, CLA classes, CLA Civic Practitioner Leadership Series (CPLS) and CLA Graduation. See course dates above. CPLS dates are subject to change.

The Employer will be made aware of any additional time requirements through the Fellow.

If possible, the Employer will participate in supervisor events. Invitations will be sent by CLA staff.

Assessment/Evaluation

The Employer will commit to working with the Fellow on their professional development.

Continued Education

Upon the CLA Fellow's completion of the program, the Employer will receive a credit for the benefit of the Fellow worth \$2,000 to be used to take a course through the Returning Scholars program at the Graham School of Continuing Liberal and Professional Studies. This credit is non-transferable and will automatically expire upon the earlier of (i) the date the Academy Fellow ceases employment with the Employer, or (ii) the one year anniversary of the Fellow's date of graduation from CLA.

Supervisor Support and Evaluation

The Employer and the Fellow's supervisor agree to support the Fellow throughout the length of this program. The Employer will ensure that the supervisor accommodates the Fellow's participation in the program.

Program Cost

The University of Chicago has worked to minimize the cost of this program, which is valued at over \$25,000 per Fellow. Cost for the Civic Leadership Academy is \$10,000 per Fellow. It is expected that the Employer pays for the cost of the program. Financial aid and payment plans are available. **A financial aid application or a request for a payment plan must be completed by Monday, November 23, 2020. If the organization does not apply for financial aid or a payment plan, payment is due Friday, December 11, 2020.** Payments made to the University for CLA are non-refundable.

Checks should be made payable to:

The University of Chicago

Please mail checks to the following Address:

Sadia Sindhu

Executive Director, Center for Effective Government

1307 E. 60th Street

Office 3069

Chicago, IL 60637

Payment can be made in advance. Payments are nonrefundable.

VI. Official Contract

The Parties in the Memorandum recognize and agree that the implementation of these various activities as defined herein is dependent on numerous factors, including funding availability, and the participation and cooperation of external parties whose actions may be beyond the control or direction of the Parties. The Parties will make their reasonable, good faith effort to realize the spirit of the collaboration outlined in this agreement and honor all financial commitments. Notwithstanding the foregoing, the Parties each acknowledge and agree that this Memorandum is not intended to create, and shall not create, any binding obligation on the part of any Party to consummate the transactions contemplated hereby. The Parties also agree to notify each other with sufficient advance warning when work items are to be delayed or canceled.

Signatures:

Fellow Name (please print): Christan Denes

Fellow Signature  Date 11/23/20

Employer Name (please print): Lisa Morrison Butler, Commissioner, DFSS

Employer Signature  Date 11/30/2020

Civic Leadership Academy Name (please print): _____

Civic Leadership Academy Signature _____ Date _____



MEMORANDUM

To: Susie Park, Budget Director
Office of Budget and Management

Attn: Chloe Belczak, Budget Analyst
Office of Budget and Management

From: Brandie Knazze
Commissioner

Date: February 7, 2022

Re: Travel Request

Attached for your approval is a Travel Certification Form for Christian Denes, Chief Operations Analyst. Christian is a 2021 fellow of the University of Chicago's Civic Leadership Academy. This request is to attend the CLA Global Practicum in Paris, France February 26 – March 4, 2022.

Please see the attached letter from Sadia Sindu, Executive Director, University of Chicago Center for Effective Government.

Flights, lodging and meals will be covered by the Civic Leadership Academy. Additional costs will be covered by the individual.

Please contact me at (312) 743-0155, if you have any questions.

Date: Tuesday, February 8, 2022

Subject: 2021 Civic Leadership Academy Global Practicum Information

From: Sadia Sindhu, University of Chicago Center for Effective Government

To Whom It May Concern:

The 2021 Civic Leadership Academy fellows, a group of 30 civic leaders from government and nonprofit sectors, were selected to participate in a 6-month rigorous leadership development program dedicated to individual leadership development and coalition building in the service of building a stronger Chicago. A critical component of the CLA curriculum is the one-week long global practicum trip to Paris, France, where fellows engage with and learn from their counterparts and other local civic leaders in an international setting. The 2021 CLA fellows are scheduled to participate in the global practicum trip during the dates of **Saturday, February 26 - Friday, March 4, 2022.**

We ask that employers permit 2021 CLA fellows to travel with the Civic Leadership Academy cohort during these dates. It is the University's expectation that the global component will be considered part of the Fellow's workday and not counted as vacation time/personal time/sick time. Please note that should health guidance prevent the group from traveling, the University of Chicago mandates that the CLA program must forfeit the global practicum experience and it will not be rescheduled.

Additional information about the trip:

Travel Agenda: The detailed travel itinerary is not yet finalized. We are planning a variety of organizational site visits (~2 visits per day) with local government officials and nonprofit partners throughout the week. We are also finalizing group meals for the entire cohort. The goal of this trip is for CLA fellows to connect with and learn from local civic leaders operating in an international context.

Airfare and hotel cost: The cost for airline tickets per person is \$688.87 USD. The hotel cost per fellow for the 5-night stay is approximately \$1,100 USD. These costs are covered by the CLA program.

Please reach out should you have any questions or concerns. Thank you for making it possible for fellows to take full advantage of the CLA experience.

Sincerely,



Sadia Sindhu
Executive Director
UChicago Center for Effective Government

↩ Reply ▾ 🗑 Delete 🚫 Junk Block ⋮

Global Practicum travel request with City of Chicago

① You replied on Mon 2/7/2022 1:00 PM

FP

Faith Powell

Fri 1/28/2022 10:52 AM

To: You; Maggie Clemons; Megan Cunningham; Marzullo, Victoria J.; r owens; Cynthia Roubik; Dan Cruz

Cc: Sadia Sindhu; Civic Leadership Academy

CLA 2022 Cohort Global ...

308 KB

CLA 2021 Cohort Global ...

309 KB

2 attachments (617 KB) Save all to OneDrive Download all

Hi all,

I'm writing to connect our 2021 and 2022 CLA fellows from City who are likely in the process of completing your travel request form with the City. This process may look different across departments, but my hope is that this group can coordinate and learn from one another as you submit your travel requests.

If you haven't done so already, please check in with your department and OBM about the forms and information required to submit your travel request. I will attach the employer letters for the 2021 and 2022 cohorts in case they are helpful. I will also include additional information below that seems to be needed from OBM for your travel request forms:

Travel Agenda: The detailed travel itinerary is not yet finalized. We are planning a variety of organizational site visits (~2 visits per day) with local government officials and nonprofit partners throughout the week. We are also finalizing group meals for the entire cohort. The goal of this trip is for CLA fellows to connect with and learn from local civic leaders operating in an international context.

Airfare and hotel cost: The cost for airline tickets per person is \$688.87 USD. The hotel cost per fellow for the 5-night stay is approximately \$1,100 USD. These costs are covered by the CLA program.

Please keep us updated on the status of your travel request and do reach out if you need additional information as you navigate the process.

Best,
Faith

2022 fellows (traveling to Paris 2/19-2/25):

- Maggie Clemons, Chicago Public Library
- Megan Cunningham, Department of Public Health
- Victoria Marzullo, Chicago Police Department
- Robin Owens, City of Chicago - Assets, Information and Services
- Cynthia Roubik, City of Chicago - Department of Planning and Development
- Daniel Cruz, Chicago Housing Authority

2021 Cohort Flights

Individual confirmation and ticket numbers [found here](#)

Departure Flight Information		Return Flight Information	
Saturday, February 26, 2022		Friday, March 4, 2022	
United Airlines 987		United Airlines 986	
8 hrs 0 mins		9 hrs 5 mins	
Departing	Arriving	Departing	Arriving
ORD (Chicago IL)	CDG (Paris)	CDG (Paris)	ORD (Chicago IL)
6:40 PM	9:40 AM (Sun, Feb 27th)	11:40 AM	1:45 PM
Terminal: 1	Terminal: 2A	Terminal: 2A	Terminal: 5

Hotel

NOVOTEL PARIS CENTRE BERCY
 85, rue de Bercy, 75012 PARIS France

[Hotel Website](#)

[Additional Hotel Information from Tripadvisor](#)

University of Chicago Center in Paris

6 Rue Thomas Mann, 75013 Paris, France

[UChicago Center in Paris Website](#)

City of Chicago
TRAVEL REQUEST FORM

Name: Christian Denes Department: Family and Support Services

Purpose of Travel: Bureau/Division: Administration

Conference Destination: Paris, France

Training Departure Day and Date: 2/26/2022

Lobbying Return Day and Date: 3/4/2022

Meeting Funding Code: _____

Other _____

TRAVEL EXPENSE ESTIMATED
TO BE COMPLETED AND SUBMITTED 7 BUSINESS DAYS PRIOR TO TRAVEL TO THE
OFFICE OF BUDGET MANAGEMENT ALONG WITH PROPER DOCUMENTATION.

Estimated Expense(s):

Transportation \$ 688.87 Paid by third party

Meals

6 days @ 50.00 per day \$ 300.00 Paid by third party

Lodging

5 nights 220.00 per day \$ 1,100.00 Paid by third party

Registration \$ None

Other Expenses (please list):

_____ \$ _____

Ground Transportation \$ 100.00 Paid by third party

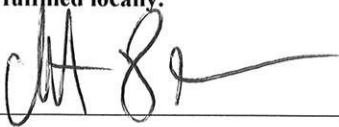
CTMG Service Fee \$ _____

TOTAL ESTIMATE \$ 2188.87

I have reviewed this travel request, and find:

- * The purpose of this trip fulfills an important public objective;
- * This trip adheres to the City of Chicago Travel Policy; and,
- * The purpose of the trip cannot be fulfilled locally.

SIGNATURES

Traveler: 

DATE 2/7/22

Department Head: _____

DATE _____

OBM Analyst: _____

DATE _____

OBM Director: _____

DATE _____

Chief of Staff* _____

DATE _____

*for international travel and non-employees, excluding contractors

Please attach approved Request Form to Expenses Statement when submitting for reimbursement.

**City of Chicago
Department of Family and Support Services
Travel Itinerary**

Traveler: Christian Denes

Conference/Meeting: February 27- March 4, 2022

Destination: Paris, France

Departure Day and Date: February 26, 2022

Return Day and Date: March 4, 2022

Third Party Travel: The University of Chicago, Civic Leadership Academy

Flight:

CorpTrav Confirmation # HYTGBS

Airline: United Airlines

Departure /Arrival City: Chicago / Paris

Return /Arrival City: Paris / Chicago

Hotel:

Confirmation # 30002

Hotel Name: Novotel Paris Centre Bercy

Address: 85, rue de Bercy, 75012

City, State: Paris, France