

From: Maria Guzman-Rocha <Maria.Guzman-Rocha@cityofchicago.org>
Sent: Wednesday, August 9, 2023 11:27 AM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>
Subject: RE: Request for approval- conference registration fee

Hi Steve-

I'm so sorry, I took time off after my travel to Detroit and this completely fell off my radar.

I just wanted to confirm I went to the conference in my official capacity. The information is below:

[Forum for Youth Investment](#) National Conference in Detroit on May 11.

The registration fee was \$750, which the Praxis Institute covered for me due to one of their staff members not being able to attend.

I will submit the remaining expenses (lodging and per diem) through the City.

Please let me know if you need any additional information.

maria

From: Maria Guzman-Rocha <Maria.Guzman-Rocha@cityofchicago.org>
Sent: Wednesday, April 12, 2023 10:10 AM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>
Subject: Request for approval- conference registration fee

Hi Steve-

I'm reaching out, per recommendation of Jonathan Ernst, to request approval for a transfer of a registration fee for a conference I'm looking to attend.

I will be presenting at the [Forum for Youth Investment](#) National Conference in Detroit on May 11. The organization that I'm presenting with, Praxis Institute, paid for the registration of a group of their staff and one of them is no longer able to attend. They asked if I was interested in that registration being transferred over to me. The registration fee is \$750.

Please advise.

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