

From: Patricia Solorio <psolorio@chipublic.org>
Sent: Tuesday, December 5, 2023 12:15 PM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>
Subject: Re: Shamil Clay travel approval letter

Hi Steve,

Per your email below, this email shall serve as confirmation that Shamil Clay went in her official capacity to New York City to view an exhibit at the Brooklyn Public Library, tour other library facilities and visit the Schomburg Center on November 30, 2023 – December 2, 2023. Shamil's airfare and hotel expenses was covered by the Chicago Public Library Foundation. Other expenses will be submitted to OBM for payment.

Thank you.

Patricia Solorio | Administrative Assistant III - Marketing Department
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Scheduled Hours: Mon.-Fri. 7:30 am to 3:30 pm



From: Patricia Solorio <psolorio@chipublic.org>
Sent: Thursday, November 16, 2023 2:59 PM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>
Subject: Shamil Clay travel approval letter

Steve,

Shamil Clay (Chicago Public Library) has been invited to visit New York City to view an exhibit at the Brooklyn Public Library, tour other library facilities and visit the Schomburg Center on November 30, 2023 – December 2, 2023. Shamil’s airfare and hotel expenses will be covered by the Chicago Public Library Foundation. Other expenses will be submitted to OBM for payment. Does this meet with approval?

Thank you.

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