

From: Nina Melendez <Nina.Melendez@cityofchicago.org>
Sent: Tuesday, February 6, 2024 3:51 PM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>; Tenisha Wilkins <Tenisha.Wilkins@cityofchicago.org>
Subject: RE: Revised Travel Request/EH Travel to DC

Hello,
Following up to confirm Commissioner Harkey completed this business trip.

Please let us know if anything further is needed.

Thank you,
Nina

Nina Melendez (she/her/hers)
Office of the Commissioner
Department of Cultural Affairs and Special Events
www.Chicago.gov/DCASE



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From: Tenisha Wilkins <Tenisha.Wilkins@cityofchicago.org>
Sent: Tuesday, January 23, 2024 1:27 PM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>
Cc: Nina Melendez <Nina.Melendez@cityofchicago.org>
Subject: Revised Travel Request/EH Travel to DC

Good Afternoon Steve,

There has been one revision to the attached request for travel. The Commissioner's travel dates have changed from 1/27-1/31 to **1/28-1/30** with the NEA and National Arts Policy Alliance covering hotel costs at the Holiday Inn Capital on **January 30th only**. Please accept this revision and let me know if there is anything else needed to forward this travel request.

Kind Regards,
Tenisha

Tenisha Wilkins

Office of the First Deputy Commissioner

Chicago Department of Cultural Affairs and Special Events

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