

**From:** Deborah Witzburg  
**Sent:** Monday, March 18, 2024 3:09 PM  
**To:** Steve Berlin <[Steve.Berlin@cityofchicago.org](mailto:Steve.Berlin@cityofchicago.org)>  
**Subject:** RE: Sponsored travel

[Warning: External email]

Steve,  
I'm following up to confirm that this travel occurred as described below. I traveled to Jacksonville, FL to serve in my official capacity as an Instructor for the Association of Inspectors General's (AIG) March 2024 Institute. AIG paid for roundtrip coach airfare and one night of lodging.

Please let me know if you need anything else from me.

Best,  
Deborah

**From:** Steve Berlin <[Steve.Berlin@cityofchicago.org](mailto:Steve.Berlin@cityofchicago.org)>  
**Sent:** Thursday, February 22, 2024 10:49 AM  
**To:** Deborah Witzburg <[dwitzburg@igchicago.org](mailto:dwitzburg@igchicago.org)>  
**Subject:** RE: Sponsored travel

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**From:** Deborah Witzburg <  
**Sent:** Thursday, February 22, 2024 10:33 AM  
**To:** Steve Berlin <[Steve.Berlin@cityofchicago.org](mailto:Steve.Berlin@cityofchicago.org)>  
**Subject:** Sponsored travel

[Warning: External email]

Steve,

I'm writing to provide notice of some upcoming sponsored travel. In my official capacity, I plan to serve as an instructor for the March 2024 Association of Inspectors General Institute in Jacksonville, Florida. AIG will cover the cost of travel and one night of lodging. The dates of travel are March 13-14, 2024.

Please let me know if you need anything else from me.

Best,  
Deborah

**Deborah Witzburg**

(She/Her)

Inspector General

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