

**From:** Alayna Arrington <aarringto@chipublib.org>  
**Sent:** Tuesday, May 20, 2025 1:50 PM  
**To:** Steve Berlin <Steve.Berlin@cityofchicago.org>  
**Subject:** Re: Official City Travel Discloser May 2025

Hi Steve,

This is disclosure of official travel for Alayna Arrington who traveled May 12-May 13 to Minneapolis, MN to participate in the National Youth Employment Coalition Annual Forum (2025) with approval (ED hours) on behalf of CPL. Expenses for air, lodging, and transportation were covered by a third party (ULC) and herself (Alayna).

Sincerely,

**Alayna Arrington** (she/her) | Teen Services Outreach Coordinator

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**From:** Alayna Arrington <[aarringto@chipublib.org](mailto:aarringto@chipublib.org)>  
**Sent:** Monday, April 7, 2025 3:52 PM  
**To:** Steve Berlin <[Steve.Berlin@cityofchicago.org](mailto:Steve.Berlin@cityofchicago.org)>  
**Subject:** Official City Travel Discloser May 2025

Hello Steve,

This is disclosure of official travel for Alayna Arrington who will travel on May 12-13th, 2025 to Minneapolis, MN to participate in the National Youth Employment Coalition Annual Forum 2025. Alayna's expenses (incl. air, lodging, meals, and ground transportation) will be covered by a third party.

Sincerely,

**Alayna Arrington** (she/her) | Teen Services Outreach Coordinator

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