

From: Nix Mendy <nmendy@chipublib.org>
Sent: Tuesday, September 2, 2025 4:17 PM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>
Subject: Official Travel Disclosure: SAA Conference, August 2025

Hi Steve,

I returned from ARCHIVES * RECORDS 2025, the Society of American Archivists Annual Meeting, as of Wednesday night. My updated totals for the cost of the conference are the following:

Costs covered by the Outwords Archive, Inc. (OUTWORDS):

- Early-bird registration: \$509 (I misremembered this last time)
- Economy airfare + flight insurance: \$381.40
- Meals: \$300 — to be paid to the City of Chicago for reimbursement purposes

Costs covered by me:

- Hotel (3 nights at the Hilton Anaheim): \$598.29
- Ground transportation (rideshares) to/from the airport and hotel: \$140.90

Costs covered by the Chicago Public Library:

- Professional development coverage — 4 days total provided by Office of Staff & Professional Development

Thank you,

Nix Mendy, MLIS (they/them) | Archival Specialist, Vivian G. Harsh Research Collection

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