

From: Boone, Michelle
Sent: Friday, July 13, 2012 12:53 PM
To: Berlin, Steve
Subject: Travel notification

Hi Steve,

Please be advised that from Saturday, July 7 through Wednesday, July 11, 2012, I travelled on official City of Chicago business to Venice, Italy to meet with the staff and leadership team of the Venice Architecture Biennale and representatives from the Mayor's Office for the City of Venice. I was there to learn and explore the possibility of Chicago collaborating with the Venice Architecture Biennale to present a version of the fair in Chicago (and other educational partnership programs) as an international tourism program.

All travel expenses (air and hotel) were paid for by Choose Chicago. I accepted no items or services of value beyond those necessary and ordinary for travel expenses.

The trip was approved by Theresa Mintle, Chief of Staff.

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