OFFICE OF BUDGET AND MANAGEMENT
CITY OF CHICAGO

MEMORANDUM

TO: Commissioners and Department Heads

FROM: Susie Park
Budget Director

RE: Travel Restrictions

DATE: March 11, 2020

Effective immediately, all travel for city business will be suspended until further notice. This suspension includes both city-funded travel as well as third party paid travel. This also includes travel that may have already been approved.

Department heads may submit a memorandum to my attention for an exception to this policy for any critical travel that is **absolutely essential** to your operation.

Exceptions will be reviewed and granted on a case-by-case basis.

Please do not hesitate to contact me if you have any questions.

Thank you.