

From: Desiree Kettler [dkettler@chipublic.org]
Sent: Wednesday, December 19, 2012 2:09 PM
To: Berlin, Steve
Subject: Reporting Brian's recent travel

Hi Steve, I would like to report Brian's recent travel to Seattle (within the 10 day period of his return). Is there a form I need to submit and to whom should I send the information to?

May I just send this:

To: Steve Berlin
RE: Official City Travel Disclosure Dec. 2012

This is disclosure of official City business travel for Brian Bannon who traveled to Seattle, WA to attend the "2012 Library Innovation Model Meetings" hosted by the Bill & Melinda Gates Foundation Global Libraries.

The meeting took place Wednesday, December 12-Friday, December 14 at the Bill and Melinda Gates Foundation Seattle Campus. The Gates Foundation covered the cost of airfare, travel and lodging for these meetings.

Please keep me posted.

Thank you,

Desiree

Desiree Kettler
Assistant to the Commissioner

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