**From:** Mary Nicol  
**Sent:** Thursday, April 11, 2019 5:42 PM  
**To:** Ana Collazo; Steve Berlin  
**Subject:** Re: Travel April 7-10th

Hi Ana,

I am writing to report back that my travel went as planned April 7-10th. Please let me know if you need any other information.

best,  
Mary

**From:** Mary Nicol   
**Sent:** Wednesday, April 03, 2019 1:06 PM  
**To:** Steve Berlin  
**Cc:** Ana Collazo  
**Subject:** Travel April 7-10th

Hi Steve,

I have been asked to attend a meeting next week in Austin, TX on behalf of the city.

Here is [the agenda](https://www.dropbox.com/s/nljd05rmbuwingf/Guideline%20Information%20for%20Cities%20Mar15%2C2019.pdf?dl=0). All travel costs would be covered by the convener of the meeting. The content of the meeting is related to my current work for the City and the new role that I will transition into later this month.

best,  
Mary