

From: Emma Boylan <Emma.Boylan@cityofchicago.org>
Sent: Wednesday, June 26, 2024 3:52 PM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>
Cc: Tywanda Kirk <Tywanda.Kirk@cityofchicago.org>
Subject: RE: Board of Ethics Approval for CSTE Annual Conference 2024

Thank you Steve! I did complete this travel on the (corrected) days below.

Name: Emma E. Boylan

When: June 8 – 13, 2024

Where: Pittsburgh, PA

Why: I was required to attend the annual meeting of the Council of State and Territorial Epidemiologists (CSTE) because I am primary mentor to a trainee whose fellowship is administered by this organization (Applied Epidemiology Fellowship). I applied for CSTE travel sponsorship and was accepted based on my role in this program. The sponsorship included required attendance at a chronic disease surveillance workshop on Sunday 6/9, resulting in my travel on Saturday 6/8.

The partial sponsorship waived the cost of my conference registration, which would otherwise have been paid by CDPH. I am also in the process of submitting for promised partial reimbursement of my hotel, up to the current GSA per diem rate in Pittsburgh, which would otherwise be reimbursed by CDPH.

I apologize for the lateness of this follow-up message. Because of schedule changes to accommodate this travel, I did not return to the office until 6/17 and then was out again for the Juneteenth holiday. Please let me know if you need further information or documentation from me.

Thank you!

Emma

Emma E. Boylan, MS, PhD

Epidemiologist

Chronic Disease | Community Health

Emma.Boylan@cityofchicago.org