

From: Kyra Woods <Kyra.Woods@cityofchicago.org>
Sent: Monday, November 4, 2024 10:44 AM
To: Lisa Eilers <Lisa.Eilers@cityofchicago.org>
Subject: Re: Travel Request October 2024

Good morning Lisa,

This email is confirmation to the Board of Ethics that I attended the USDN Annual Conference from October 20-23, 2024 in Minneapolis. My registration, lodging, meals, and travel was funded through USDN, specifically the Bloomberg American Sustainable Cities Fund.

If any further information is required, please advise.

With appreciation,

[Kyra D. Woods](#), *she/her*

Climate and Energy Project Manager, Department of Environment

From: Kyra Woods <Kyra.Woods@cityofchicago.org>
Sent: Monday, September 16, 2024 2:31 PM
To: Lisa Eilers <Lisa.Eilers@cityofchicago.org>
Subject: Re: Travel Request October 2024

Hi Lisa,

Thanks for your quick response.

With appreciation,

Kyra

[Kyra D. Woods](#), *she/her*

Climate and Energy Project Manager, Department of Environment



From: Lisa Eilers <Lisa.Eilers@cityofchicago.org>
Sent: Monday, September 16, 2024 2:29 PM
To: Kyra Woods <Kyra.Woods@cityofchicago.org>
Subject: Re: Travel Request October 2024

Good afternoon, Kyra,

Your travels request to attend the 2024 Annual Meeting for the Urban Sustainability Directors Network in Minneapolis, Minnesota from Oct 20-23, 2024 meets the requirements of the Ethics Ordinance and is hereby approved.

You indicate that your registration, lodging, meals, and travel will be funded by Bloomberg American Sustainable Cities Fund. You may accept all reasonable expenses, but no honorarium.

Within 10 days of returning from the conference, you are required to email the Board of Ethics to confirm that you attended the conference, where it took place, when and who paid for what - largely, a rehash of this one.

Best wishes and safe travels,

Lisa

Lisa S. Eilers

Deputy Director

City of Chicago Board of Ethics

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Chicago, Illinois 60654-8488

(312) 744-9660

fax: (312) 744-2793

Lisa.Eilers@CityofChicago.org

From: Kyra Woods <Kyra.Woods@cityofchicago.org>
Sent: Monday, September 16, 2024 2:22 PM
To: Lisa Eilers <Lisa.Eilers@cityofchicago.org>
Subject: Fw: Travel Request October 2024

Hi Lisa,

I'm passing along this travel request note in hopes to have BOE's approval. If I can provide any further information, please advise.

Take care,

[Kyra D. Woods](#), *she/her*

Climate and Energy Project Manager, Department of Environment



From: Kyra Woods
Sent: Friday, September 13, 2024 2:51 PM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>
Subject: Travel Request October 2024

Hi Steve,

I hope your week is wrapping up smoothly! I'm reaching out to request approval to attend the 2024 Annual Meeting for the Urban Sustainability Directors Network in Minneapolis, Minnesota Oct 20-23, 2024. My registration, lodging, meals, and travel are funded by Bloomberg American Sustainable Cities Fund.

As a member city of USDN, these annual convenings offer Chicago an opportunity to amplify the ambitious work taking place locally. Additionally, the meeting is a great way to learn about best practices as well as innovative climate policy. If I can provide any further information, please advise.

With appreciation,

Kyra

[Kyra D. Woods](#), *she/her* | Department of the Environment

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