

From: Gene Leynes <Gene.Leynes@cityofchicago.org>
Sent: Tuesday, February 18, 2025 2:36 PM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>
Subject: RE: Seeking approval for Gene Leynes to travel to Normal Illinois on Thursday February 6, 2025

Steve,

I didn't really get a chance to eat much, but just to close the loop I wanted to official report the lunch that was offered on my February 7 speaking trip.

Thank you,

Gene

From: Gene Leynes <Gene.Leynes@cityofchicago.org>
Sent: Monday, January 6, 2025 12:03 PM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>
Subject: Seeking approval for Gene Leynes to travel to Normal Illinois on Thursday February 6, 2025

Mr. Berlin,

I'm seeing ethics approval for travel to Normal Illinois on February 6, 2025.

This will be a day trip. I will use my personal vehicle for transportation to travel to the event in Normal Illinois and also to return back to Chicago. I plan to seek mileage reimbursement based on the rates set forth by the U.S. General Services Administration (GSA), per the advice in the OMB travel policy version 2.22.2024.

I do not expect to receive any payment or other benefits from the conference organizers beyond the lunch, which is also offered to other attendees and speakers. They will be waving any expenses for attendance for speakers.

The event will be sponsored by the Illinois City County Management Association (ILCMA), the session is about Artificial Intelligence policy implementation. A representative for Google Public Sector will also be on the panel.

Thank you,

Gene

Gene Leynes (he/him) | Enterprise Architect

City of Chicago | Department of Technology & Innovation

