

**From:** Alyse Kittner <[Alyse.Kittner@cityofchicago.org](mailto:Alyse.Kittner@cityofchicago.org)>  
**Sent:** Monday, November 13, 2023 7:25:48 AM  
**To:** Steve Berlin <[Steve.Berlin@cityofchicago.org](mailto:Steve.Berlin@cityofchicago.org)>  
**Cc:** Keenan Bailey <[Keenan.Bailey@cityofchicago.org](mailto:Keenan.Bailey@cityofchicago.org)>  
**Subject:** Re: Third-party sponsored travel to sAdvanced Molecular Detection conference - Michigan Department of Health and Human Services

Good morning, Steve -

I represent the Regional AMD Symposium held by the Michigan Department of Health and Human Services, Bureau of Laboratories in Lansing, Michigan. This event occurred November 8-9, 2023, with travel on November 7 and 9. MDHHS offered travel and incidentals support. I road with a colleague at Rush also attending the meeting and paid for my incidentals. The hotel was reserved and paid for by MDHHS. I will submit an expense report to the City and then an expense report to MDHHS for repayment to the City.

Please let me know if you need additional information.

Best,

Alyse

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