

Chicago Department of Public Health

To: Steve Berlin, Executive Director, Chicago Board of Ethics

From: Jennifer Herd, Senior Health Policy Analyst, Chicago Department of Public Health

RE: Travel Report for ReFed Meeting, May 2023

Date: June 6, 2023

I recently attended the organization ReFed's national training meeting, which took place in St. Louis, MO. As you are aware, the NRDC covered my travel expenses for this meeting, which included the registration fee, hotel accommodation and airline travel. Most meals were provided as a component of registration fee and I personally paid for any additional meals and all local travel, both in St. Louis and Chicago. Please note, in order to participate in the full conference, particularly the policy session that was scheduled to take place after my original flight departed, I contacted the NRDC's travel agent to ask if my return flight could be modified to allow me to attend this policy session. After two hours, they approved the request, but I recently learned from the NRDC that the travel agency did not seek nor have the authority to make this modification without the NRDC's approval. Although this miscommunication from the travel agency resulted in an unintentional lack of approval from the NRDC, they are willing to accommodate the airline change fee. However, the NRDC wanted to ensure that I shared this modification and received any necessary approvals from your office. Please find attached a revised NRDC travel Agreement.

In closing, as a City staff member, I did not accept, nor did I receive any honorarium for this training conference.

Please contact me if you have any questions at 312-747-9429.

Thank you.

Jennifer Herd