

**From:** Enrique Ramirez <Enrique.Ramirez@cityofchicago.org>  
**Sent:** Monday, June 16, 2025 3:23 PM  
**To:** Steve Berlin <Steve.Berlin@cityofchicago.org>  
**Subject:** RE: Travel Approval Request

Hi Steve

I have returned from the CSTE Annual Conference held in Grand Rapids, MI. I attended the conference in my official capacity from 6/8/2024-6/12/2024 and all related expenses (conference registration, airfare, hotel, per diem, and ground transportation) were paid for by CSTE. I am the designated Influenza Surveillance Coordinator for Chicago, which is a CDC funded position (through the ELC grant), which requires, as part of the grant objectives, attendance at the Influenza Surveillance Coordinators Annual Meeting (held during the CSTE Conference).

Thank you

Enrique Ramirez

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Epidemiologist/Influenza Surveillance Coordinator

Vaccine-Preventable Diseases Surveillance | Disease Control Bureau

1340 S. Damen, Ste 400, Chicago, IL 60608 | Office: 312-746-5911

Email: [enrique.ramirez@cityofchicago.org](mailto:enrique.ramirez@cityofchicago.org)

(pronouns – he, him)

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**From:** Enrique Ramirez <[Enrique.Ramirez@cityofchicago.org](mailto:Enrique.Ramirez@cityofchicago.org)>  
**Sent:** Wednesday, April 2, 2025 12:30:17 PM  
**To:** Steve Berlin <[Steve.Berlin@cityofchicago.org](mailto:Steve.Berlin@cityofchicago.org)>  
**Subject:** Travel Approval Request

Hi Steve

It's that time of year again requesting travel approval to a conference.

The annual conference is held by the Council of State and Territorial Epidemiologists (CSTE), this year it will be held from June 8-12, 2025, in Grand Rapids, MI. CSTE will be paying all related expenses (conference registration, airfare, hotel, per diem, and ground transportation), I am requesting city time approval. I am the designated Influenza Surveillance Coordinator for Chicago, which is a CDC funded position (through the ELC grant), which requires, as part of the grant objectives, attendance at the Influenza Surveillance Coordinators Annual Meeting (held during the CSTE Conference).

I will also be submitting all necessary paperwork to the deputy commissioner.

Let me know if you have any questions or would like additional information.

Thank you

Enrique Ramirez

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