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**Sent:** Friday, October 21, 2022 11:04 AM  
**To:** Steve Berlin <[Steve.Berlin@cityofchicago.org](mailto:Steve.Berlin@cityofchicago.org)>; Maribel Barreto <[Maribel.Barreto@cityofchicago.org](mailto:Maribel.Barreto@cityofchicago.org)>  
**Cc:** Ashley Becht <[Ashley.Becht@cityofchicago.org](mailto:Ashley.Becht@cityofchicago.org)>  
**Subject:** RE: Agenda

Good Morning Steve,

I hope that you are having a great Friday and that you had a nice week. As agreed upon, I am writing to check in about my NASTAD conference attendance in Washington DC, which I attended in my official capacity from October 11 – October 14, 2022.

I arrived in Washington DC on Tuesday morning. I proceeded with completing my registration on Tuesday and I attended scheduled conference sessions from Wednesday through Friday morning; all in accordance with the agreed-upon agenda. I left Washington DC on Friday evening.

Except for any breakfast and lunch that was provided to all attendees at the conference, I purchased my own meals and will submit my reimbursements accordingly. Except for any flight costs that were covered by NASTAD, I paid for my own travel costs and will also submit those for a reimbursement according to our regulations. I did not accept honoraria and left with a NASTAD mug which surely was worth less than \$50.

Would you prefer that I provide you more detail, or is the above sufficient?

Thank you,  
Sylvia