**From:** Emily Laflamme   
**Sent:** Wednesday, April 10, 2019 11:55 AM  
**To:** Steve Berlin  
**Subject:** Re: Third Party Travel Request - Ethics Review

Hi Steve,

I'm contacting you to confirm that I traveled to New York City, NY for the RPA Healthy Regions Planning Exchange from April 3-5, 2019. Travel and accommodation expenses were paid by the Regional Plan Association (RPA), the organization coordinating the Exchange. I traveled in my official capacity as an Epidemiologist with the Chicago Department of Public Health, and as a key member of the Chicago Department of Public Health's built environment and health project team.

Please let me know if you have any questions or require any additional documentation.

Thank you!  
Emily