**From:** Todd Fraley
**Sent:** Thursday, February 07, 2019 12:23 PM
**To:** Steve Berlin
**Subject:** Re: travel request

Hello Steve,

I am back from St. Louis.  The meeting itself was excellent and the research that will be produced moving forward will be invaluable for our chronic disease priorities.  Btw, you weren't kidding, WashU is a beautiful campus!

**Summary of Travel**: CDPH was invited by a group of tobacco control researchers from University of North Carolina - Chapel Hill, Washington University in St. Louis, and Stanford University to serve on the Community Advisory Board for a multi-year, collaborative research project examining point-of-sale and tobacco retail density policies. The project is organized under the name ASPiRE: Advancing Science & Practice in the Retail Environment. The ASPiRE CAB is made up of tobacco control, chronic disease prevention, and/or legal and policy staff from each of the 30 largest local health departments in the U.S., as well as select tobacco policy technical assistance providers.  The CAB will have one in person meeting and 2-3 conference calls each year for the next three years.  Travel expenses for the annual in-person ASPiRE CAB meeting are covered by ASPiRE through its grant funding.

Participation in the ASPiRE CAB is city business, as the researchers will be studying and evaluating the effects of Chicago's plethora of innovative tobacco control policies. The participants, including CDPH, will provide feedback to the researchers on data sources and tobacco control best practices and will review the final work products.  Through the project, we will also be able to more closely interact and share experiences with our health department peers across the U.S., as well as receive free tobacco control technical assistance from national TA providers. All of this will enable us to better identify local tobacco policy gaps and better target our tobacco programs to priority populations.

**Expenses:**

All expenses were booked/prepaid by the ASPiRE project.

Flights - $360.58 (Fare $335.58; fees $25)

Hotel room, 1 night - $165.31 ($139 rate + $26.31 taxes and fees)

Meals - $83 (2 lunches ($18+$11), 1 breakfast ($19), 1 dinner ($35))

Total exclusive of taxes and fees - $557.58

Total inclusive of taxes and fees - $608.89

Ground travel was not covered by the project, received no honorariums.

Please let me know if there is anything I need to report or if you need any more documentation. Thanks again for the guidance!

Best Regards,

**Todd Fraley, JD**
*Senior Policy Analyst*
Chicago Department of Public Health