



Chicago Metropolitan Agency for Planning

433 West Van Buren Street
Suite 450
Chicago, IL 60607

312-454-0400
cmap.illinois.gov

MEMORANDUM

To: CMAP Executive Committee

From: Maren Lutterbach, Executive Assistant

Date: June 10, 2026

Subject: Executive Director Erin Aleman
Out-of-region travel summary for the month of April 2026

Action Requested: Information

Below is a list of expenses related to Executive Director Aleman's out-of-region travel during the month of April 2026.

Expenses listed below are from the Coalition for America's Gateways & Trade Corridors (CAGTC) 2026 Annual Meeting and the Midwest Leaders Study Tour of the Netherlands.

CAGTC's 2026 Annual Meeting Washington, DC 04/21/26 – 04/23/26

Description	Date Expense Incurred	Expense Amount
Flight – United Airlines	02/09/26	\$290.80
Ground Transportation	04/21-04/23	\$86.20
Lodging HILTON Washington DC, Capitol Hill	04/21-04/23	\$762.96
Per Diem		\$170.00
Total:		\$1,309.96

Midwest Leaders Study Tour of the Netherlands
Utrecht, Rotterdam, and Amsterdam, Netherland
04/26/26 – 05/02/26

Description	Date Expense Incurred	Expense Amount
Flight		Paid by organizer.
Ground Transportation		Paid by organizer.
Lodging		Paid by organizer.
Per Diem		\$780
	Total:	\$780

ACTION REQUESTED: Information