



Chicago Metropolitan Agency for Planning

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MEMORANDUM

To: CMAP Executive Committee

From: Blanca Vela-Schneider, Executive Operations Manager

Date: May 30, 2024

Subject: Executive Director Erin Aleman
Out-of-region travel summary for the month of May 2024

Action Requested: Information

Below is a list of expenses related to Executive Director Aleman's out-of-region travel during the month of May 2024. Expenses listed below are from the Southern California Association of Governments and the Coalition for America's Gateways and Trade Corridors conferences.

Southern California Association of Governments (SCAG) Palm Desert, CA 05/02/24 – 05/03/24

Description	Date Expense Incurred	Expense Amount
Flight – American Airlines	4/15/24	\$740.19
Hotel Reservation – JW Marriott Desert Springs Palm Desert, CA	05/02/24 - 05/04/24	\$0 <i>(Paid for by the SCAG)</i>
Ground Transportation	05/02/24 - 05/03/24	\$107.17
Per Diem	05/02/24 - 05/03/24	\$69
	Subtotal:	\$916.36

Coalition of America's Gateways and Trade Corridors
Washington, DC
05/14/24 – 05/16/24

Description	Date Expense Incurred	Expense Amount
Flight – United Airlines	04/17/24	\$536.43
Hotel Reservation AC Hotel by Marriott Washington, DC	05/14/24 - 05/16/204	\$716.57
Per Diem	05/14/24 - 05/16/24	\$56
	Subtotal:	\$1,309.01
	Total:	\$2,225.37