



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: March 11, 2026

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

Action Requested: Information

Below is a list of expenses related to Executive Director Aleman’s out-of-region travel during the month of February 2026. Expenses listed below are from the National Association of Regional Councils.

**National Association of Regional Councils
 Washington, DC
 02/01/26 – 02/04/26**

Description	Date Expense Incurred	Expense Amount
Flight – United Airlines	12/04/25	\$273.96
Ground Transportation	02/01-02/04	\$398.28
Lodging Royal Sonesta Capitol Hill Washington, DC	02/01-02/04	\$866.16
Per Diem		\$238.00
	Total:	\$1,776.40

ACTION REQUESTED: Information