



# Chicago Metropolitan Agency for Planning

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**To:** CMAP Executive Committee

**From:** Blanca Vela-Schneider

**Date:** June 5, 2023

**Re:** Executive Director Erin Aleman  
Out-of-region travel summary for the month of May 2023

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Below is a list of expenses related to Executive Director Aleman's out-of-region travel during the month of May 2023. Expenses listed below are from the Coalition for America's Gateways and Trade Corridors Annual Meeting.

**National Conference of Regions  
Washington, DC  
05/16/23 – 05/18/23**

Description	Date Expense Incurred	Expense Amount
Flight – American Airlines & United Airlines	04/03/2023	\$460.00
Transportation	5/16/23	\$93.90
Hotel Reservation – Hyatt Hotel	05/16/23 – 05/18/23	\$693.38
Per Diem	05/16/23-05/18/23	\$125.00
<b>Total:</b>	<b>\$1,372.28</b>	

ACTION REQUESTED: Information