



Chicago Metropolitan Agency for Planning

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MEMORANDUM

To: CMAP Executive Committee

From: Blanca Vela-Schneider, Executive Operations Manager

Date: December 18, 2024

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

Action Requested: Information

Below is a list of expenses related to Executive Director Aleman's out-of-region travel during the month of December 2024. Expenses listed below are from the Chicagoland Transportation Governance Delegation to Germany.

Chicagoland Transportation Governance Delegation to German Munich and Berlin, German 12/8/24 - 12/13/24

Description	Date Expense Incurred	Expense Amount
Flight – United Airlines	11/14/2024	\$2,466.21
Ground Transportation	12/08/2024	\$157.85
Lodging Holiday Inn Munich, Germany	12/08/2024 - 12/11/2024	\$440.87
Lodging Steigenberger Berlin, Germany	12/11/24-12/13/24	\$457.49
Per Diem	09/22/2024 – 09/25/2024	\$320.00
Total:		\$3,842.42