



Chicago Metropolitan Agency for Planning

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To: CMAP Executive Committee

From: Blanca Vela-Schneider, Executive Operations Manager

Date: February 1, 2024

Re: Executive Director Erin Aleman
 Out-of-region travel summary for the month of January 2024

Below is a list of expenses related to Executive Director Aleman’s out-of-region travel during the month of January 2024. Expenses listed below are from the Transportation Research Board Annual Meeting.

**Transportation Research Board Meeting
 Washington, DC
 01/07/2024 – 01/09/2024**

Description	Date Expense Incurred	Expense Amount
Flight – American Airlines & United Airlines	12/13/2023	\$293.68
Ground Transportation	01/07/2024 - 01/09/2024	\$44.40
Hotel Reservation – Marriott Marquis	01/07/24 – 01/09/24	\$916.76
Per Diem	01/07/2024 – 01/09/2024	\$108.00
Total:	\$1,362.84	

ACTION REQUESTED: Information