



Chicago Metropolitan Agency for Planning

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MEMORANDUM

To: CMAP Executive Committee

From: Blanca Vela-Schneider, Executive Operations Manager

Date: November 13, 2024

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

Action Requested: Information

Below is a list of expenses related to Executive Director Aleman's out-of-region travel during the month of September 2024. Expenses listed below are from the Association of Metropolitan Planning Organizations.

Association of Metropolitan Planning Organizations Salt Lake City, Utah 09/22/24 – 09/25/24

Description	Date Expense Incurred	Expense Amount
Flight – United Airlines	07/29/24	\$590.60
Ground Transportation	09/22/2024 – 09/25/2024	\$85.09
Lodging Marriott SLC Downtown at City Creek Hotel	09/22/2024 – 09/25/2024	\$691.44
Per Diem	09/22/2024 – 09/25/2024	\$108.00
Total:		\$1,475.13

Request: This report is provided for informational purposes.