



Chicago Metropolitan Agency for Planning

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**To:** CMAP Board

**From:** Blanca Vela-Schneider

**Date:** February 24, 2023

**Re:** Executive Director Erin Aleman  
 Out-of-region travel summary for the month of January 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 January 2023. Expenses listed below are from the National Association of Regional Councils (NARC) Conference.

**National Association of Regional Councils  
 Washington, DC  
 01/22/2023 – 01/25/2023**

| Description                                  | Date Expense Incurred   | Expense Amount |
|--|-------------------------|----------------|
| Conference Registration                      | 12/21/2022              | \$565          |
| Flight – American Airlines & United Airlines | 01/02/2023              | \$412.80       |
| Transportation                               | 01/22/2023-01/25/2023   | \$145.80       |
| Hotel Reservation – Hyatt Hotel              | 01/25/2023              | \$775.92       |
| Per Diem                                     | 01/22/2023 - 01/25/2023 | \$155          |
| <b>Total:</b>                                | <b>\$2,054.52</b>       |                |

ACTION REQUESTED: Information