



Chicago Metropolitan Agency for Planning

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MEMORANDUM

To: CMAP Executive Committee

From: Blanca Vela-Schneider, Executive Operations Manager

Date: May 29, 2025

Subject: Executive Director Erin Aleman
Out-of-region travel summary for the month of May, 2025

Action Requested: Information

Below is a list of expenses related to Executive Director Aleman's out-of-region travel during the month of May, 2025. Expenses listed below are from the Coalition of American Gateways and Trade Corridors (CAGTC) and Brookings Institute Metro Event.

**Coalition of American Gateways and Trade Corridors/
Brookings Institute Metro Event
Washington, DC
05/13/25 – 05/15/25**

Description	Date Expense Incurred	Expense Amount
Flight – United Airlines	04/02/25	\$440.69
Ground Transportation	05/13/25 - 05/15/25	\$258.75
AC Hotels by Marriott Washington, DC	05/13/25 - 05/15/25	\$762.96
Per Diem	05/13/25 – 05/15/25	\$125.00
	Total:	\$1,587.40