



Chicago Metropolitan Agency for Planning

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MEMORANDUM

To: CMAP Executive Committee

From: Blanca Vela-Schneider, Executive Operations Manager

Date: August 30, 2024

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

Action Requested: Information

Below is a list of expenses related to Executive Director Aleman’s out-of-region travel during the month of June, 2024. Expenses listed below are from the National Association of Regional Councils (NARC).

**National Association of Regional Councils
 Atlanta, Georgia
 06/25/24 – 06/26/24**

Description	Date Expense Incurred	Expense Amount
Flight – Delta Airlines	06/12/24	476.96
Ground Transportation	06/25/24 - 06/26/24	\$83.34
Lodging Aloft Hotel	06/25/24 - 06/26/24	\$335.83
Per Diem	06/25/24 - 06/26/24	\$54.00
	Total:	\$955.63

Request: This report is provided for informational purposes.