



Chicago Metropolitan Agency for Planning

433 West Van Buren Street
Suite 450
Chicago, IL 60607
312-454-0400
cmap.illinois.gov

To: CMAP Executive Committee

From: Blanca Vela-Schneider

Date: October 31, 2022

Re: Executive Director Erin Aleman
Out-of-region travel summary for the month of October 2022

Below is a list of expenses related to Executive Director Aleman's out-of-region travel during the month of October 2022. Expenses listed below are from the NARC and AMPO Conferences.

**NARC Conference
Kansas City, MO
10/16/2022 – 10/18/2022**

Description	Date Expense Incurred	Expense Amount
Conference Registration Fee	9/20/2022	\$495.00
Flight – United Airlines	9/23/2022	\$613.75
Transportation	10/16/2022-10/18/2022	\$103.53
Hotel Reservation – Loews Hotel	10/16/2022 - 10/18/2022	\$417.50
Per Diem	10/16/2022-10/18/2022	\$75.00
Subtotal		\$1,704.78

**AMPO Conference
Minneapolis, MN
10/25/2022 – 10/27/2022**

Description	Date Expense Incurred	Expense Amount
Conference Registration Fee	9/21/2022	\$625.00
Flight – Delta	9/26/2022	\$557.20
Transportation	10/25/2022 - 10/27/2022	\$59.55
Hotel Reservation – Marriott Hotel	10/25/2022 - 10/27/2022	\$779.98
Per Diem	10/25/2022 - 10/27/2022	\$75.00
Subtotal		\$2,096.73
Total:		\$3,801.51

ACTION REQUESTED: Information