



Chicago Metropolitan Agency for Planning

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To: CMAP Executive Committee

From: Blanca Vela-Schneider, Executive Operations Manager

Date: December 28, 2023

Re: Executive Director Erin Aleman
Out-of-region travel summary for the month of October 2023

Below is a list of expenses related to Executive Director Aleman's out-of-region travel during the month of October 2023. Expenses listed below are from the Mileage Based User Fee Alliance.

Mileage Based User Fee Alliance
Washington, DC
10/23/2023 – 10/24/2023

Description	Date Expense Incurred	Expense Amount
Flight – American Airlines & United Airlines	09/26/2023	\$403.80
Ground Transportation	10/23/2023 - 10/24/2023	\$157.41
Hotel Reservation – The Darcy Hotel	10/24/2023	\$300.46
Per Diem	10/23/2023 – 10/24/2023	\$90.00
Total:	\$951.67	

ACTION REQUESTED: Information