



Chicago Metropolitan Agency for Planning

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MEMORANDUM

To: CMAP Executive Committee

From: Blanca Vela-Schneider, Executive Operations Manager

Date: March 4, 2024

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

Action Requested: Information

Below is a list of expenses related to Executive Director Aleman's out-of-region travel during the month of February 2024. Expenses listed below are from the National Association of Regional Councils.

National Association of Regional Councils Washington, DC 02/10/2024 – 02/13/2024

Description	Date Expense Incurred	Expense Amount
Conference Registration	1/19/2024	\$575.00
Flight – United Airlines	2/13/2024	\$348.21
Ground Transportation (Limousine/Public Transit)	2/10/2024-2/13/2024	\$101.80
Hotel Reservation – Marriott Marquis	02/10/2024 – 02/13/2024	\$782.67
Per Diem	02/10/2024 – 02/13/2024	\$134.00
Total:	\$1,941.68	