



Chicago Metropolitan Agency for Planning

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MEMORANDUM

To: CMAP Executive Committee

From: Maren Lutterbach, Executive Assistant

Date: March 11, 2026

Subject: Executive Director Erin Aleman
Out-of-region travel summary for the month of February 2026

Action Requested: Information

Below is a list of expenses related to Executive Director Aleman's out-of-region travel during the month of February 2026. Expenses listed below are from the National Association of Regional Councils.

National Association of Regional Councils Washington, DC 02/01/26 – 02/04/26

Description	Date Expense Incurred	Expense Amount
Flight – United Airlines	12/04/25	\$273.96
Ground Transportation	02/01-02/04	\$398.28
Lodging Royal Sonesta Capitol Hill Washington, DC	02/01-02/04	\$866.16
Per Diem		\$238.00
Total:		\$1,776.40

ACTION REQUESTED: Information