



Chicago Metropolitan Agency for Planning

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

**MEMORANDUM**

**To:** CMAP Executive Committee

**From:** Maren Lutterbach, Executive Assistant

**Date:** May 13, 2026

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

**Action Requested:** Information

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Below is a list of expenses related to Executive Director Aleman’s out-of-region travel during the month of April 2026. Expenses listed below are from the Coalition for America’s Gateways & Trade Corridors (CAGTC) 2026 Annual Meeting.

**CAGTC’s 2026 Annual Meeting  
 Washington, DC  
 04/21/26 – 04/23/26**

Description	Date Expense Incurred	Expense Amount
Flight – United Airlines	02/09/26	\$290.80
Ground Transportation	04/21-04/23	\$86.20
Lodging HILTON Washington DC, Capitol Hill	04/21-04/23	\$762.96
Per Diem		\$170.00
	<b>Total:</b>	<b>\$1,309.96</b>

**ACTION REQUESTED:** Information