



Chicago Metropolitan Agency for Planning

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**MEMORANDUM**

**To:** CMAP Executive Committee

**From:** Maren Lutterbach, Executive Assistant

**Date:** June 10, 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 and the Midwest Leaders Study Tour of the Netherlands.

**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>

Midwest Leaders Study Tour of the Netherlands  
**Utrecht, Rotterdam, and Amsterdam, Netherland**  
**04/26/26 – 05/02/26**

Description	Date Expense Incurred	Expense Amount
Flight		Paid by organizer.
Ground Transportation		Paid by organizer.
Lodging		Paid by organizer.
Per Diem		\$780
	<b>Total:</b>	<b>\$780</b>

**ACTION REQUESTED:** Information