

A TRAVEL GUIDE FOR STATE OF ILLINOIS EMPLOYEES

FY 2016



Prepared by

The Governor's Travel Control Board

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TRAVEL GUIDE FOR STATE EMPLOYEES

July 1, 2015

Dear State Employee,

The Travel Guide for State Employees is published by the Governor's Travel Control Board. It is to be used as a resource and informational tool for traveling State of Illinois employees. The guide has been designed to provide employees with the information necessary to make their travels as problem-free, safe, and as economical as possible.

The current travel rules for both the Travel Regulation Council and the Governor's Travel Control Board are printed in the guide and are to be followed by all agencies and employees under the jurisdiction of the Governor's Travel Control Board.

The Governor's Travel Control Board has negotiated a number of discounted agreements with travel vendors. It is important that agencies and employees take advantage of these agreements. Their use will not only help to save the State travel dollars, but will also enhance our ability to receive discounts in the future.

If you have any questions or comments concerning this Travel Guide, please contact the Governor's Travel Control Board at (217) 782-4705 or by email at Kelley.Wells@illinois.gov, or you may write to:

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Governor's Travel Control Board
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Springfield, Illinois 62706

Thank you for your continued cooperation and support.

Sincerely,



Trey Childress
Chairman
Governor's Travel Control Board

STATE OF ILLINOIS
GOVERNOR'S TRAVEL CONTROL BOARD
TRAVEL GUIDE FOR STATE EMPLOYEES

July 1, 2015

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PART 3000
THE TRAVEL REGULATION COUNCIL

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3000.APPENDIX A Reimbursement Schedule

AUTHORITY: Implementing and authorized by Sections 12-1, 12-2 and 12-3 of the State Finance Act [30 ILCS 105/12-1, 12-2 and 12-3].

SOURCE: Emergency rules adopted at 10 Ill. Reg. 12697, effective July 2, 1986, for a maximum of 150 days; adopted at 10 Ill. Reg. 18188, effective January 1, 1987; peremptory amendment at 11 Ill. Reg. 14854, effective August 25, 1987; amended at 12 Ill. Reg. 11626, effective July 1, 1988; amended at 14 Ill. Reg. 10014, effective July 1, 1990; amended at 19 Ill. Reg. 7852, effective July 1, 1995; amended at 20 Ill. Reg. 7372, effective May 13, 1996; amended at 20 Ill. Reg. 9025, effective July 1, 1996; amended at 21 Ill. Reg. 8899, effective July 1, 1997; amended at 22 Ill. Reg. 11713, effective July 1, 1998; emergency amendment at 23 Ill. Reg. 11332, effective August 27, 1999, for a maximum of 150 days; amended at 24 Ill. Reg. 245, effective December 27, 1999; emergency amendment at 24 Ill. Reg. 861, effective January 1, 2000, for a maximum of 150 days; amended at 24 Ill. Reg. 1908, effective January 2, 2000; amended at 24 Ill. Reg. 7737, effective May 9, 2000; amended at 26 Ill. Reg. 14985, effective October 8, 2002; emergency amendment at 27 Ill. Reg. 557, effective January 1, 2003, for a maximum of 150 days; amended at 27 Ill. Reg. 8551, effective May 12, 2003; amended at 27 Ill. Reg. 9990, effective July 1, 2003; amended at 37 Ill. Reg. 4383, effective March 22, 2013.

SUBPART A: GENERAL

Section 3000.100 Authority

This Part is promulgated under the authority vested in the Travel Regulation Council by Sections 12-1, 12-2 and 12-3 of the State Finance Act [30 ILCS 105/12-1, 12-2 and 12-3].

(Source: Amended at 37 Ill. Reg. 4383, effective March 22, 2013)

Section 3000.110 Philosophy

The Travel Regulation Council believes first and foremost that State employees are honest individuals and that claims for reimbursement are made in all good faith. The Council is therefore obliged to deal fairly with agencies and individuals in carrying out its responsibilities.

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Section 3000.120 Policy

It is the policy of the State to reimburse employees for reasonable authorized expenses incurred by them in the performance of their duties. The Travel Regulation Council will at least biennially review and revise rates to reflect, as accurately as possible, the actual amounts necessary to reimburse employees. Rates of reimbursement are shown in Appendix A, Reimbursement Schedule.

Section 3000.130 Scope and Interpretation

- a) This Part shall apply to the following:
 - 1) All full and part-time employees of the State regardless of funding source;
 - 2) Public members, whether salaried or unsalaried of State Boards, Commissions, and Authorities, advisory or otherwise;
 - 3) Wards and charges of the State.
- b) The following are specifically exempt from this Part:
 - 1) Elected constitutional officers and members of constitutional State Boards.
 - 2) Members of the General Assembly
 - 3) Judges
 - 4) The Auditor General
 - 5) Independent Contractors
- c) Questions regarding interpretation and application of this Part shall first be addressed to an individual's employing agency. The employing agency may refer the question to the Travel Control Board holding jurisdiction over the Agency. The Travel Regulation Council shall have final interpretation of this Part. The decision of the Council as to the proper interpretation of any such rule shall be final and binding. All covered agencies and employees shall comply with the Council's decision in the absence of a written opinion from the Attorney General or a decision of a court of competent jurisdiction.

Section 3000.140 Definitions

Agency: Any department, board, commission, committee, authority, or institution as defined in the Illinois State Auditing Act [30 ILCS 5/1-7].

Agency Head: The chief executive officer of an agency or a designated

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representative. Representatives must be authorized by the Agency Head and must be on file with the Office of the Comptroller. Filing of the Signature Authorization Card (SCO-95) shall constitute authorization.

Commuting Expense: The cost of one round trip between residence and headquarters. Cost may include mileage, parking fees, tolls, etc. Mileage cost is determined by multiplying the commuting mileage by the mileage reimbursement rate defined in Appendix A, Reimbursement Schedule.

Commuting Mileage: The actual round trip mileage between residence and headquarters.

Headquarters: The post of duty or station at which official duties require the employee to spend the largest part of working time. Headquarters shall ordinarily be the corporate city limits in which the employee is stationed or may be a designated geographical area. Headquarters shall be designated by the Agency Head in accordance with policies established by the appropriate Travel Control Board.

Travel Control Board: Those Boards created by the State Finance Act [30 ILCS 105/12-1].

Travel Regulation Council: The Travel Regulation Council (TRC or the Council) shall consist of the Chairmen or designee of each of the statutorily created Travel Control Boards.

Travel Status: An employee shall be considered "on travel status" while away from headquarters on authorized state business. Travel status shall begin when an employee leaves headquarters or, if reporting directly to destination, from residence or other location. Travel status shall conclude when an employee returns to headquarters or, if reporting directly from original destination, to residence or other location at the completion of authorized State business.

(Source: Amended at 21 Ill. Reg. 8899, effective July 1, 1997)

SUBPART B: TRAVEL CONTROL SYSTEM

Section 3000.200 Travel Control System

Each Travel Control Board shall prescribe a travel control system for the agencies and employees under its jurisdiction.

Section 3000.210 Designation of Headquarters

- a) Section 12-3 of the State Finance Act, [30 ILCS 105/12-3], requires that Form TA-2 be completed and filed with the Legislative Audit Commission for any individual whose headquarters has been designated as a location other than that

at which official duties require the largest part of working time. The reports shall be filed no later than July 15 for the period from January 1 through June 30 of that year and no later than January 15 for the period July 1 through December 31 of the preceding year. If an agency has more than one facility or institution, the report shall indicate on its face to which facility or institution the data pertain.

- b) Agencies with no officers or employees in this status will file negative reports.
- c) The Travel Control Boards shall prescribe procedures for headquarters designation for Agency Heads under their respective jurisdictions.

(Source: Amended at 20 Ill. Reg. 7372, effective May 13, 1996)

Section 3000.220 Expenses at Headquarters or Residence

- a) As a condition of employment, employees expect to incur commuting expenses between their residence and headquarters. These expenses are not reimbursable. Meals, lodging and per diem are not reimbursable at headquarters or at residence. Expenses associated with State business in excess of commuting expenses are reimbursable at headquarters and/or residence. An employee whose travel does not include travel through headquarters shall be reimbursed for all mileage. An employee whose travel does include travel through headquarters shall be reimbursed for all mileage in excess of commuting mileage. All travel must be by the most direct route.
- b) "Travel through headquarters" is defined as:
Any travel to or through the corporate city limits of the employee's designated headquarters, regardless of whether the employee made a stop at the work site or changed vehicles or modes of transportation.
- c) Examples of reimbursable mileage expenses are as follows:
 - 1) Residence/Lincoln – Headquarters/Springfield. Employee drives from residence in Lincoln to Chicago and returns to residence. Reimbursement is for all mileage because the travel was not to or through headquarters.
 - 2) Residence/Lincoln – Headquarters/Springfield. Employee drives from residence in Lincoln to Collinsville and back to residence. Reimbursement is for all mileage in excess of commuting mileage. The travel, by the most direct route, was through headquarters.
 - 3) Residence/Carbondale – Headquarters/Marion. Employee drives from residence to headquarters. Later, employee drives from headquarters to Anna and back to residence. Reimbursement is for all mileage in excess of commuting mileage.
 - 4) Residence/Evanston – Headquarters/JRTC, Chicago. Employee drives from residence to McCormick Place for an event. After the event, the

employee drives to headquarters, then to residence. Reimbursement is for all mileage in excess of commuting mileage because the travel was through headquarters.

- 5) Residence/Chicago – Headquarters/JRTC, Chicago. Employee normally commutes to work by train. However, in order to attend a meeting at another location, the employee drives from residence to headquarters, then to the meeting location, then returns to headquarters and back to residence. Reimbursement is for all mileage in excess of commuting mileage. The fact that the employee normally rides the train to work has no effect on determining reimbursement.

- d) Agencies are responsible for monitoring claims under this Section.

(Source: Amended at 37 Ill. Reg. 4383, effective March 22, 2013)

Section 3000.230 Preparation and Submission of Vouchers or Travel Expenses

The Travel Control Boards shall prescribe procedures for the preparation and submission of vouchers for travel expenses for agencies under their respective jurisdictions to comply with the Comptroller's Uniform Statewide Accounting System and shall include the certification required by Section 12 of the State Finance Act [30 ILCS 105/12].

(Source: Amended at 20 Ill. Reg. 7372, effective May 13, 1996)

SUBPART C: TRANSPORTATION

Section 3000.300 Modes of Transportation

- a) All travel shall be by the most economical mode of transportation available considering travel time, costs and work requirements. Modes of transportation authorized for official travel include automobiles, railroads, airlines, buses, taxicabs, and other usual means of conveyance.
- b) State vehicles may be used when most economical. When applicable, Vehicle Rules (44 Ill. Adm. Code 5040) issued by the Department of Central Management Services shall govern use of State-owned vehicles. Agency rules further defining use of vehicles may also apply. Specific instructions covering service and repairs of these vehicles are to be found in the glove compartment of each vehicle.
- c) Arrangements on airplanes, trains, or boats shall be the least costly reasonably available alternative.
- d) Chartered aircraft, boats, trains, buses or other similar conveyance shall be used only as a last resort or if proven to be most economical for the circumstances. A full explanation for the use of that transportation must accompany the voucher.

- e) The rental of an automobile while on travel status is allowed, if circumstances require. The most economical vehicle available that is suitable for the State's business shall be obtained. The collision damage waiver and personal accident insurance on rented vehicles are not reimbursable.
- f) Privately owned vehicles may be used when authorized by appropriate agency personnel.
 - 1) Employees using private vehicles on State business must have insurance coverage in an amount not less than that required by Section 10-101(b) of the Illinois Vehicle Code [625 ILCS 5/10-101(b)]. Prior to that authorization the Agency Head shall require employees to file a statement certifying that they are duly licensed and carry at least the minimum insurance coverage or shall require that certification to be noted on the travel voucher.
 - 2) Reimbursement for use of a private vehicle shall be on a mileage basis and shall be in accordance with the rate promulgated pursuant to 5 USC 5707(b)(2) and as shown in Appendix A (Reimbursement Schedule). In the event the rate set under the federal regulations increases or decreases during the course of the State's fiscal year, the effective date of the new rate shall be the effective date of the change in the federal rate.
- g) Agency Heads may authorize the use of privately owned aircraft on State business.
 - 1) Employees using privately owned aircraft on State business shall be duly licensed by the appropriate licensing body for the particular aircraft to be flown, shall carry insurance in at least the amount of \$500,000 combined single limit, and shall certify this to the Agency Head. The certification of insurance shall be available for review and shall be noted on the travel voucher.
 - 2) Reimbursement for the use of privately owned aircraft may be set by the individual Boards, but shall not exceed the rate set by the Federal Government pursuant to 5 USC 5707(b)(2) and 41 CFR 301-4.2(a)(2), as revised September 8, 1998 (Federal Register, Vol. 63, #173, Government Printing Office). No later amendments or editions shall act to vary this rate.

(Source: Amended at 37 Ill. Reg. 4383, effective March 22, 2013)

Section 3000.310 Routing

All travel shall be by the most direct route. Expenses due to deviations for convenience shall be

borne by the employee. Distances between destinations shall be as shown on the Illinois Highway Map published by the Secretary of State. Where no mileages are available, odometer readings shall be used. Mileage in and around a city of destination may be claimed as such.

SUBPART D: LODGING

Section 3000.400 Lodging Allowances

- a) The lodging allowances specified in Appendix A, Reimbursement Schedule are the maximum rates allowed by the Travel Control Boards. The Council shall review the rates annually to determine necessary adjustments. Except as provided in Section 3000.430, only commercial lodging may be reimbursed.
- b) The maximum reimbursement for lodging in Cook County, Illinois and the District of Columbia shall be in accordance with Section 12-2(e) of the State Finance Act [30 ILCS 105/12-2(e)].

(Source: Amended at 26 Ill. Reg. 14985, effective October 8, 2002)

Section 3000.410 Least Costly Lodging

It is the responsibility of each employee to request the lowest available lodging rate at the time of making reservations. However, a person who due to a handicap may require special lodging consideration may be reimbursed for the actual cost of the least costly lodging that is substantially accessible. The traveler should require confirmation that "State rates" offered by hotels-motels are within the maximums allowed. If an exception is not granted by the appropriate Travel Control Board, the employee shall absorb the excess cost. Employees should be prepared to provide identification and proof of State employment to obtain State lodging rates.

Section 3000.420 Conference Lodging

Conference lodging charges or lodging at official meeting hotels when pre-approved by the Agency Head in excess of the maximums allowed in Appendix A, Reimbursement Schedule are considered exceptions to this Part. Policies regarding conference lodging may be established by the Travel Control Boards for their respective jurisdictions.

Section 3000.430 Employee Owned or Controlled Housing

The Travel Control Boards may establish policies and procedures for obtaining reimbursement for the use of employee owned or controlled housing while on travel status.

SUBPART E: PER DIEM-MEALS

Section 3000.500 Per Diem Allowance

- a) The per diem allowances specified in Appendix A, Reimbursement Schedule are the maximums allowed by the Travel Control Boards. The Council shall review the rates annually to determine necessary adjustments.

- b) Per diem shall be paid for travel which includes overnight lodging or is 18 or more continuous hours. It is given in lieu of the meal allowance and is to cover the cost of meals and meal tips. Receipts need not be submitted to support this allowance.
- c) Per diem shall be based on the Quarter System for computing the allowance for days or fractions thereof. Each quarter shall be 6 hours commencing at midnight, 6:00 a.m., Noon, and 6:00 p.m. The traveler shall be allowed one fourth of the allowance for each period of 6 hours or fraction thereof.
- d) Meal allowance and per diem may not be mixed on the same trip or day.

Section 3000.510 Meal Allowance

- a) The meal allowances specified in Appendix A, Reimbursement Schedule are the maximums allowed by the Travel Control Boards. The Council shall review the rates annually to determine necessary adjustments.
- b) The meal allowances are given when the traveler is not eligible to receive per diem. Receipts need not be submitted to support these.
- c) Breakfast is payable when an employee is on travel status and leaves headquarters or residence (if reporting directly to the destination) at or before 6:00 a.m.
- d) Lunch is not a reimbursable expense. The amount for lunch is established for the purpose of setting a per meal ceiling on conference lunches and meals purchased for non-State officers and employees.
- e) Dinner is payable when an employee is on travel status and arrives back at headquarters or residence (if reporting directly from destination) at or after 7:00 p.m. For employees commencing travel after close of business, but before 6:30 p.m., dinner reimbursement is allowed if the traveler would not be eligible for per diem.

SUBPART F: MISCELLANEOUS RULES

Section 3000.600 Reimbursable and Non-Reimbursable Expenses

- a) The cost of business related special expenses, if reasonable, shall be reimbursable. Examples are:
 - 1) Hire of room, exhibit space, set up, and such for official business.
 - 2) Laundry and dry cleaning if on travel status for at least seven (7) consecutive days.

- 3) Storage and handling of baggage.
 - 4) Taxis including reasonable tips.
 - 5) Telephone calls on official business including calls of 3 minutes or less to announce safe arrival or delay-change in plans.
 - 6) Telephone calls to secure lodging
- b) Examples of non-reimbursable expenses are:
- 1) Alcoholic Beverages
 - 2) Coat Check
 - 3) Entertainment
 - 4) Late check-out and room guarantee charges
 - 5) Meals for other State employees or Officers
 - 6) Parking tickets or other traffic tickets
 - 7) Tips incurred beyond those specifically provided in this Part
 - 8) Transportation to procure meals except as provided in Section 3000.610.

Section 3000.610 Expenses Related to Transportation

- a) Reimbursement for the cost of automobile parking fees and tolls shall be allowed. Parking fees at a terminal or other parking area while the traveler is away from headquarters shall be allowed.
- b) When the use of a common carrier is a reasonable alternative, the mileage payment shall not exceed the cost of its use. A reasonable alternative exists when the cost of travel, taking into account both transportation, time and meal expenses would be less if a common carrier were used.
- c) Where the nature and location of work at a temporary duty station are such that suitable meals cannot be procured there, the expenses of daily travel required to procure meals at the nearest available place shall be considered necessary transportation. A statement of the necessity for such daily travel shall accompany or be noted on the travel voucher.

Section 3000.620 Receipts Required

Receipts are required for any transportation, lodging, or miscellaneous expense that individually exceeds \$10.00. Lack of receipts is an exception to this Section and shall be addressed in accordance with policies established by the respective Travel Control Boards. Agency Heads and/or Travel Control Boards may require receipts for lesser amounts.

Section 3000.630 Meals for Other Persons

Meals purchased for non-State employees while on travel status and in connection with State business are reimbursable in reasonable amounts. A statement specifying why, for whom, and certifying that the claim does not include alcoholic beverages shall be attached to the travel voucher. Agencies are responsible for proper monitoring of claims under this Section.

SUBPART G: EXCEPTIONS

Section 3000.700 Exceptions to the Rules

The Travel Control Boards shall establish policies and procedures for granting exceptions to this Part. The Boards shall report quarterly to the Legislative Audit Commission on exceptions granted.

Section 3000.710 Board/Agency Rules

The Travel Control Boards and agencies may establish travel rules for their respective employees which may be more restrictive than those established by the Council. Agencies which set such policies shall do so with the advice of the appropriate Travel Control Board. However, reimbursement for auto mileage may not be less than the rate promulgated in 5 U.S.C. 5707 (b)(2).

Section 3000.720 Non-Required Travel

When travel is not required as a condition of employment and is a benefit to both the agency and the employee, the Agency Head or designee may provide partial reimbursement. The reimbursement may not in any case exceed the rates otherwise authorized.

80 ILLINOIS ADMINISTRATIVE CODE 2800

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TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES
SUBTITLE I: GENERAL TRAVEL CONTROL
CHAPTER I: DEPARTMENT OF CENTRAL MANAGEMENT SERVICES/
GOVERNOR'S TRAVEL CONTROL BOARD

PART 2800
TRAVEL

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SUBPART B: TRAVEL CONTROL SYSTEM

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2800.235 Expenses at Headquarters or Residence
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2800.650 Headquarter Designation for Agency Heads

SUBPART G: EXCEPTIONS TO THE RULES

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2800.700 Special Exceptions-Requested in Advance
2800.710 Ex Post Facto Exceptions

2800.APPENDIX A Reimbursement Schedule

AUTHORITY: Authorized by Sections 12-1 and 12-2 of the State Finance Act [30 ILCS 105/12-1 and 12-2] and by Section 710 of the Travel Regulation Council Rules (80 Ill. Adm. Code 3000.710).

SOURCE: Amended March 11, 1976; amended at 2 Ill. Reg. 30, p. 215, effective August 1, 1978; new rules adopted at 4 Ill. Reg. 28, p. 155, effective July 1, 1980; old rules repealed at 4 Ill. Reg. 30, p. 1224, July 1, 1980; amended at 5 Ill. Reg. 150, effective January 1, 1981; amended at 6 Ill. Reg. 6682, effective July 1, 1982; amended at 7 Ill. Reg. 9205, effective August 1, 1983; amended at 8 Ill. Reg. 127, 130, effective January 1, 1984; amended at 8 Ill. Reg. 14243, effective August 1, 1984; codified at 8 Ill. Reg. 19350; amended at 10 Ill. Reg. 18014, effective October 6, 1986; Part repealed, new Part adopted at 12 Ill. Reg. 738, effective January 15, 1988; emergency amendment at 15 Ill. Reg. 13196, effective September 1, 1991, for a maximum of 150 days; amended at 15 Ill. Reg. 17981, effective November 27, 1991; amended at 16 Ill. Reg. 4831, effective March 12, 1992; amended at 16 Ill. Reg. 13823, effective September 1, 1992; amended at 19 Ill. Reg. 36, effective January 1, 1995; amended at 19 Ill. Reg. 7858, effective July 1, 1995; amended at 20 Ill. Reg. 7379, effective May 13, 1996; emergency amendment at 22 Ill. Reg. 12082, effective July 1, 1998, for a maximum of 150 days; amended at 22 Ill. Reg. 20036, effective November 6, 1998; emergency amendment at 24 Ill. Reg. 867, effective January 1, 2000, for a maximum of 150 days; amended at 24 Ill. Reg. 7655, effective May 9, 2000; amended at 26 Ill. Reg. 14979, effective October 8, 2002; emergency amendment at 27 Ill. Reg. 10476, effective July 1, 2003, for a maximum of 150 days; amended at 27 Ill. Reg. 17061, effective October 23, 2003; amended at 38 Ill. Reg. 11767, effective May 23, 2014.

SUBPART A: GENERAL

Section 2800.100 Definitions

The following definitions shall apply to this Part:

"Board": The Governor's Travel Control Board

"Council": The Travel Regulation Council

"Commuting Mileage": The actual round trip mileage between residence and headquarters.

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"Commuting Expense": The cost of one round trip between residence and headquarters. Cost may include mileage, parking fees, tolls, etc. Mileage cost is determined by multiplying the commuting mileage by the mileage reimbursement rate defined in the Travel Regulation Council Rules (80 Ill. Adm. Code 3000).

(Source: Amended at 19 Ill. Reg. 36, effective January 1, 1995)

Section 2800.110 Application and Interpretation

- a) Nothing in this Part shall be construed to conflict with or replace the Travel Regulation Council rules (80 Ill. Adm. Code 3000).
- b) This Part shall apply to all full and part time employees and all public members of authorities, boards and commissions, whether salaried or unsalaried, not subject to the jurisdiction of another travel control board.
- c) This Part shall not apply to:
 - 1) the Governor;
 - 2) Independent contractors unless made applicable under the terms of a contract between the independent contractor and a State agency.

SUBPART B: TRAVEL CONTROL SYSTEM

Section 2800.200 Travel Control System

Each agency shall develop a system to ensure internal compliance with this Part, provide for prior authorization and control of travel sufficient to prevent obligation of funds exceeding appropriation and allotment limitations and to hold travel to the minimum required for the efficient and economical conduct of the State's business. Agency documentation must be sufficiently detailed to support any decision or request made under this Part.

Section 2800.210 Travel Coordinator

Each Agency Head shall designate one or more Travel Coordinator(s) who shall operate the Travel Control System for the agency and shall have those duties assigned by the Agency Head. The name(s) of the Travel Coordinator(s) shall be reported to the Department of Central Management Services.

Section 2800.220 Travel Authority

All travel subject to this Part shall be authorized and approved by the Agency Head or an authorized representative in accordance with the Travel control System prior to any travel.

Section 2800.230 Government Charge Cards (Repealed)

(Source: Repealed at 38 Ill. Reg. 11767, effective May 23, 2014)

Section 2800.235 Expenses at Headquarters or Residence

- a) As a condition of employment, employees expect to incur commuting expenses between their residence and headquarters. These expenses are not reimbursable. Expenses associated with State business in excess of commuting expenses are reimbursable at headquarters and/or residence. An employee whose travel during a given day does not include travel through headquarters shall be reimbursed for all mileage traveled that day in excess of the employee's ordinary commuting mileage. An employee whose travel does include travel through headquarters shall be reimbursed for all mileage in excess of commuting mileage. All travel must be by the most direct route.
- b) Examples of reimbursable mileage expenses include:
 - 1) Residence/Lincoln – Headquarters/Springfield. Employee drives from residence in Lincoln to Chicago and returns to residence. Reimbursement is for all mileage in excess of commuting mileage.
 - 2) Residence/Lincoln – Headquarters/Springfield. Employee drives from residence in Lincoln to Collinsville and back to residence. Reimbursement is for all mileage in excess of commuting mileage.
 - 3) Residence/Carbondale – Headquarters/Marion. Employee drives from residence to headquarters. Later, employee drives from headquarters to Anna and back to residence. Reimbursement is for all mileage in excess of commuting mileage.
 - 4) Residence/Evanston – Headquarters/JRTC, Chicago. Employee drives from residence to McCormick Place for an event. After the event, the employee drives to headquarters, then to residence. Reimbursement is for all mileage in excess of commuting mileage.
 - 5) Residence/Chicago – Headquarters/JRTC, Chicago. Employee normally commutes to work by train. However, in order to attend a meeting at another location, the employee drives from residence to headquarters, then to the meeting location, then returns to headquarters and back to residence. Reimbursement is for all mileage in excess of commuting mileage. The fact that the employee normally rides the train to work has no effect on determining reimbursement.

(Source: Amended at 38 Ill. Reg. 11767, effective May 23, 2014)

Section 2800.240 Preparation and Submission of Travel Vouchers

All claims for the reimbursement of travel expenses shall be submitted on authorized reimbursement forms (Form C-10) and shall be itemized in accordance with this Part.

- a) The purpose of the travel shall be indicated on the travel vouchers.
- b) When applicable, the travel voucher shall show in the space provided the dates and times of travel, the points of departure and destination, the mode of transportation, the cost of the transportation secured, lodging, meals per diem and other expenses.
- c) If meals or per diem are not claimed, times of arrival and departure are not required.
- d) When a privately owned vehicle is used, the travel voucher shall show, at minimum, commuting mileage (if applicable), the dates, points of travel and mileage. If the distance traveled between any given points is greater than the usual route between these points shown on a road map, the reason for the greater distance shall be explained and detailed separately.
- e) Travel vouchers shall be supported by receipts in all instances for railroad and airplane transportation, lodging, taxis, and all other items in excess, individually, of \$10.00 except for meals.
- f) The travel expense voucher shall be prepared in ink or typewritten. All copies of the voucher shall be signed in ink by the individual who has incurred the expense and his/her supervisor.

(Source: Amended at 19 Ill. Reg. 36, effective January 1, 1995)

Section 2800.250 Approval and Submission of Travel Vouchers

- a) Each voucher shall be first approved by the individual's immediate supervisor, who shall certify that the travel shown was required by official duties.
- b) The voucher shall then be approved by the Agency Head or a designated representative, who shall sign the original of the voucher. The original and one copy of the travel voucher, together with the required receipts and attachments, shall be forwarded to the Comptroller for issuance of the warrant for payment.

Section 2800.260 Items Directly Billed

- a) Agency Heads shall keep billing of travel expenses directly to the State to the least extent possible.
- b) Employees may not be reimbursed for items billed directly to the State. Such direct billed items shall be indicated on the travel voucher along with all reimbursable items. All columns of travel vouchers are to be totaled and cross-footed. The direct-billed total will then be deducted from the cross-footed total with the balance being the amount to be reimbursed to the employee. In all such

cases supporting documentation shall also be attached if available. For transportation expenses billed directly, a copy of the State of Illinois Transportation Request form shall be attached to the invoice voucher (Form C-13). For lodging expenses billed directly, room, tax, hotel parking and business phone calls only shall be accepted. However, charges for business phone calls must be noted as such on the invoice voucher (Form C-13). Charges for phone service in a room which are automatically added to the bill by the hotel may also be direct billed. Any charges in excess of the allowable lodging rate specified in the Reimbursement Schedule (found in the rules of the Travel Regulation Council) or for restaurants, room services, personal telephone calls and other expenses shall be paid by the traveler upon check-out. Such expenses shall not be deducted from the traveler's reimbursement in exchange for direct billing. Meal and incidental expenses shall not be billed directly to the State. Such expenses shall not be in excess of the maximums allowed.

(Source: Amended at 38 Ill. Reg. 11767, effective May 23, 2014)

Section 2800.270 Conference Registration Fees

An employee may be reimbursed from the travel line 1290 for conference registration fees of \$50.00 or less on Form C-10 (Travel Voucher). Conference registration fees billed directly to the State are to be paid from Contractual Services. When conference fees include lodging and/or meals and no detailed breakdown is given, the entire amount is to be charged to Contractual Services.

SUBPART C: TRANSPORTATION EXPENSES

Section 2800.300 Incidental Expenses for Private and State Owned Automobiles

- a) Reimbursement for the cost of automobile parking fees and bridge, road and tunnel tolls shall be allowed. The fee for parking an automobile at a common carrier terminal, or other parking area, while the traveler is away from headquarters shall be allowed only to the extent that the fee, plus the allowable mileage reimbursement to and from the terminal or other parking area, does not exceed the estimated cost for use of a limousine or taxicab to and from the terminal.
- b) When the use of public transportation or common carrier is a reasonable alternative, the mileage payment shall not exceed the cost of its use. A reasonable alternative exists when the cost of travel, taking into account both transportation time and per diem expenses would be less if public transportation or common carrier were used.
- c) Where the nature and location of the work at a temporary duty station are such that suitable meals cannot be procured there, the expenses of daily travel required to procure meals at the nearest available place shall be considered necessary transportation. A statement of the necessity for such daily travel shall

accompany the travel voucher. Necessity may be shown by lack of refrigeration or cooking facilities, or lack of restaurants at the site, or need to accommodate special dietary restrictions.

- d) Transportation between place of lodging and place of business at a temporary duty station shall be allowed as a transportation expense.

SUBPART D: LODGING

Section 2800.400 Conference Lodging

Any employee attending a conference or seminar in the course of State business which is sponsored by an organization other than the State of Illinois may stay in the lowest priced room available at or near the hotel or motel in which the conference or seminar is located or in accommodations arranged by conference/seminar organizations, and shall be reimbursed for actual lodging expenses in excess of those allowed by the Reimbursement Schedule. The traveler must assert in writing that accommodations were the lowest priced available at or near the conference/seminar site or that the accommodations were arranged by the conference/seminar organizers. This provision does not apply to conference/seminars of or for State officers or employees sponsored by one or more State agencies.

Section 2800.410 Employee Owned or Controlled Housing

State employees on travel status may stay in employee owned or controlled (rented, leased, etc.) property including motor homes and shall be reimbursed, upon request, for the cost of lodging not to exceed 75% of the applicable lodging rate per day. Lodging reimbursement shall not exceed the mortgage, installment or rental payment made by the employee. The monthly mortgage, installment or rental payment may not exceed \$960.00 in the city of Chicago, \$700.00 in suburban Cook County, Lake, McHenry, Kane, Will and Dupage County, and \$550.00 in the 96 downstate counties. The total reimbursement for the fiscal year shall not exceed the mortgage, installment or rental total of that fiscal year. Exceptions to the monthly mortgage, installment or rental payment allowed may be granted by the Board upon written request from the Agency Head. Once that amount is reached, further lodging reimbursement shall not be given for travel to the city or work site containing the employee owned or controlled housing. Each agency shall monitor expenses to ensure compliance with this Part and shall report to the Board when the maximum reimbursement is reached. Agencies shall report quarterly to the Board fiscal year to date expenses of employees receiving reimbursement under this provision. Prior to receiving reimbursement a statement giving the address of the property, mortgage, installment or rental payment and distance from the work site must be filed with the Board. This option is not available if other costs such as mileage would make this a more expensive alternative.

(Source: Amended at 16 Ill. Reg. 13823, effective September 1, 1992)

SUBPART E: PER DIEM MEALS

Section 2800.500 Conference Meals

- a) If a conference fee includes a meal, the meal or per diem allowance shall be

reduced by the actual value of the meal or the amount of the applicable meal allowance shown in the Reimbursement Schedule, whichever is less.

- b) When an employee must purchase a meal at a conference as an expense separate from the conference fee and the amount is in excess of the meal allowance shown in the Reimbursement Schedule, the employee may request an exception to this Part, seeking reimbursement for the actual cost in accordance with the applicable Section in Subpart G. However, if the exception is granted, the employee's meal or per diem allowance shall be reduced by the applicable meal allowance shown in the Reimbursement Schedule.

SUBPART F: MISCELLANEOUS RULES

Section 2800.600 Lack of Receipts

If receipts required pursuant to subsection 2800.240(e) are not available, a typed statement signed by the traveler certifying the amounts paid will be accepted.

(Source: Amended at 19 Ill. Reg. 36, effective January 1, 1995)

Section 2800.650 Headquarter Designation for Agency Heads

All Agency Heads shall be headquartered at the location where official duties require the largest part of their working time. Exceptions to this rule may be granted by the Board upon written request from the Agency Head. Factors the Board will consider in deciding if an exception should be granted include cost, frequency of travel and the ability to determine a single location at which the largest part of working time is spent.

(Source: Added at 16 Ill. Reg. 4831, effective March 12, 1992)

SUBPART G: EXCEPTIONS TO THE RULES

Section 2800.700 Special Exceptions – Requested In Advance

- a) Exceptions to the operation of specific provisions of this Part may be granted in advance by the Chairman of the Governor's Travel Control Board when necessary to meet special or unavoidable circumstances and when in the best interest of the State. Exceptions are to be requested in writing by the Agency Head and submitted sufficiently in advance to allow meaningful consideration. These exceptions are granted to specific individuals or specified groups of individuals in a single agency.
- b) Travel outside of Illinois (including travel outside the contiguous United States) requires the approval of the Governor's Office of Management Budget prior to the travel. All requests shall be submitted to the Governor's Office of Management and Budget's on-line travel system (eTravel) at least 30 days in advance of the departure date. Requests shall be approved, partially approved or denied based

on the needs of the agency. The agency submitting the request must describe the purpose of the travel and why it is critical and provide a detailed breakdown of travel-related costs.

(Source: Amended at 38 Ill. Reg. 11767, effective May 23, 2014)

Section 2800.710 Ex Post Facto Exceptions

- a) Exceptions to the operation of specific provisions of this Part may be granted after the fact by the Chairman of the Governor's Travel Control Board when necessary to meet special or unavoidable circumstances and when in the best interests of the State. Exceptions are to be requested in writing by the Agency Head. The affected employee may request an exception if the Agency Head will not do so. The request must state in detail the nature of the request, the reasons for non-compliance, and why the request should be granted.
- b) In all cases of requests for approval for payment of hotel rates which exceed the maximum rates permitted, a diligent effort must have been made to obtain lodging in a hotel honoring the State rate. A reasonable number of hotels must be contacted. Contacting three or four additional hotels in an urban area will be considered reasonable. This is not required in the case of an individual who attends a conference and stays at or near the hotel where the conference is held as provided for in Section 2800.440.

(Source: Amended at 20 Ill. Reg. 7379, effective May 13, 1996)

Section 2800.Appendix A**Reimbursement Schedule**

The following rates are effective for Agencies under the jurisdiction of the Board.

| Type of Reimbursement | Rate |
|--|---|
| <u>Mileage</u> | |
| Auto | \$0.54/mile (effective January 1, 2016) (see section 3000.300(f)(2) of the Travel Regulation Council Rules) |
| <u>Per Diem/Meals</u> | |
| Within the State of Illinois | |
| Breakfast | \$ 5.50 |
| Lunch | \$ 5.50 |
| Dinner | \$ 17.00 |
| Per Diem -- Quarter | \$ 7.00 |
| Per Diem -- Day | \$ 28.00 |
| Outside the State of Illinois | |
| Breakfast | \$ 6.50 |
| Lunch | \$ 6.50 |
| Dinner | \$19.00 |
| Per Diem -- Quarter | \$ 8.00 |
| Per Diem -- Day | \$ 32.00 |
| <u>Lodging</u> | |
| Chicago Metro | Federal Rate * |
| Suburban Cook County | \$132.00 |
| Counties of DuPage, Kane, Lake, McHenry and Will | \$80.00 |
| Downstate Illinois | |
| Counties of Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, and Winnebago | \$70.00 |
| All other counties | \$60.00 |

Out-of-State

District of Columbia (includes the cities of Alexandria, Falls Church, and Fairfax, the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince Georges in Maryland)

(See Section 3000.400(b) of the Travel Regulation Council Rules and Travel Update 07-03 for Clarification) *

New York City (includes the boroughs of the Bronx, Brooklyn, Manhattan, Queens, and Staten Island; Nassau and Suffolk Counties)

\$110.00

All other out-of-state locations

\$90.00

Out-of-Country

Actual Reasonable

* The maximum reimbursement rate in Cook County and in the District of Columbia is equal to the rate established by the federal government. However, hotels in Suburban Cook County (on the Preferred Hotel Listing) have agreed to offer state employees rates of \$132.00 or less for Fiscal Year 2016. Hotels in the Chicago Metro area will utilize the Federal General Services Administration rate which fluctuates. When making reservations in the Chicago Metro Area Employees should always attempt to obtain a room at or below the rate listed for the time period at www.gsa.gov.

TRAVEL SAFETY

Hotel Safety

Most hotels have taken numerous steps and implemented proven security programs to ensure your safety. However, it is important to remember that your security and safety while traveling are primarily your responsibility, not that of the hotel. The following guidelines will help ensure a safe, successful, and enjoyable visit.

- Request a room that is not on the ground floor or accessible from the ground.
- Be aware of your baggage when you check in and out. Leaving it out of your eyesight is not a good idea.
- Use the hotel safety deposit box for your valuables. For a fee, some hotels now offer in-room safes. Use caution and common sense if you must leave needed valuables (e.g., lap-top computers, wallet/purse, cameras, etc.) in an unattended room.
- Do not reveal or display room numbers around unfamiliar people. Do not leave your room key on a restaurant table, near the pool, or around any other public area. Do not give your room key to anyone at the hotel until you check-out.
- Close the door whenever you are in your room and use all of the locking devices provided. If you wish, you may want to carry a rubber doorstop and place it under the door of your room for added security.
- Never leave your door open, even if sitting in your room or leaving for a short period of time.
- Check to see if sliding glass doors, windows, and connecting room doors are locked.
- Always lock your vehicle while parked at the hotel and do not leave valuables visibly exposed.
- Do not invite strangers to your room.
- Do not answer the door in a hotel or motel room without verifying who it is. If a person claims to be an employee, call the front desk and ask if someone from the hotel staff is supposed to have access to your room and for what purpose.

- Do not draw attention to yourself by displaying large amounts of cash, jewelry, or other valuables.
- When checking in or returning to your hotel late at night, use the main entrance. Be observant and look around before entering into large parking lots. If you wish, you may ask the hotel for an escort to your room.
- Use caution when leaving valuables in an unattended meeting room during breaks, meals, etc.
- Be aware of hotels that do not ask for identification when you ask for a new key after misplacing yours, leaving it in your room, etc. If they do not ask you for ID, they may not ask someone else either.
- Do not place the "Please Clean This Room" sign on your room door. It is a clear sign that the room is empty.
- If you observe any suspicious activity, report it at once to the hotel management.

Driving Safety

Whether driving your own vehicle, a state-owned vehicle, or a rental car, it is important to practice safe driving habits. In addition, you should use the following driving safety tips while traveling.

- Always park in well lighted areas. Before exiting your car, check for suspicious persons in the area and always lock the doors. Also, backing into a parking space makes for a quicker, easier exit.
- Always have your keys in your hand when approaching your vehicle. Look underneath the car while walking toward it. Before entering, check both the front and rear seats for intruders.
- Keep doors locked and windows closed (if possible) while driving.
- Do not stop at an isolated place for any reason.
- Plan your trip in advance. If you become lost, do not broadcast it. Be very discreet and careful when asking for directions.
- When traveling to unfamiliar locations you should: 1) be sure to leave a complete and detailed itinerary with your office and/or family. If possible, call to announce safe arrival at each destination. 2) Carry maps with routes clearly marked. 3) Travel only on main roads and during daylight hours as much as possible.
- If someone "bumps" you from behind (when stopped at a light, for example), do not get out of the car if you are at all suspicious. Motion to the other driver to follow you to a police station. This is also a good procedure to follow if someone you do not know seems to be following you in a strange city.
- When renting a vehicle, ask for one with nothing on it to identify it as a rental vehicle (i.e., special license plates, company stickers, etc.). Obvious rental cars will usually identify the individual as an out-of-town traveler.
- When at a rental car counter, write all of your information down so the rental agent does not ask for it aloud (i.e., name, phone number, address, hotel, etc.).

Lodging Guidelines

The travel rules require that the lowest available lodging rate be obtained when traveling on official state business (see Section 3000.410 of the travel rules). To avoid problems when making reservations, checking-in, checking-out, completing travel vouchers, paying hotel bills, etc., employees should use the following guidelines:

- Hotels listed in the Fiscal Year 2016 Preferred Hotel Listing must always be contacted first when seeking overnight accommodations. In general, lodging is only allowed at hotels which do not appear on the Preferred Hotel Listing if:
 - 1) The rate offered is lower than the rates of preferred hotels in the area, or
 - 2) There are no preferred hotels in the area in which lodging is required, or
 - 3) The traveler is staying at a hotel while attending a non-state sponsored conference (see Section 2800.400 of the travel rules), or
 - 4) A newly-opened hotel in the area has agreed to offer a rate which is the same or lower than that of preferred hotels in the area.
- Policies regarding lodging rate exceptions can be found in this guide. Contact your agency Travel Coordinator for applicable procedures in your agency.
- Many hotels in the Preferred Hotel Listing offer state rates based on room availability. Hotels are not obligated to always offer the "state" rate.
- Reservations should be made as far in advance as possible. Guarantee reservations when necessary. Always ask the hotel about its cancellation policy. In busier times, cancellation policies will sometimes require the traveler to cancel 72 hours in advance or be charged for the room. If you must cancel a reservation, do so before the deadline. If you make a reservation for several nights in succession, ask the hotel about their early check-out policy. Some hotels charge an early check-out fee if a guest checks out prior to their scheduled departure date.
- Always show proper identification to prove state employment when checking-in. Hotels will normally accept a state-issued ID card as sufficient identification.
- Confirm that the "state" rate will be received. This should be done when making the reservation, when checking-in and when checking-out. Remember, the "state" rate may be different than the "government" rate. The "government" rate, in many cases, applies to federal government travel. Make certain the "state" rate quoted is within the maximum allowed by the rules contained in this document. If working with a preferred hotel, use this guide to verify the hotel is quoting the state's negotiated rate.
- Carefully review the bill upon check-out to ensure that the room charge reflects the appropriate rate and that no unauthorized charges have been added. For example, some hotels will automatically add a security charge or phone usage charge to your bill. If these services are not used, the charges should be removed before checking-out.
- If direct billing, be sure all personal or incidental charges are paid when checking-out (i.e., pay movies, personal phone calls, etc.).
- Be sure to obtain a copy of the hotel bill to attach to the travel voucher.
- If traveling by car, inquire regarding self parking options. Many hotels only offer Valet Parking which is not a reimbursable expense.

Preferred Hotel Listing

The Governor's Travel Control Board has negotiated discounted lodging rates with a total of 288 hotels. The Preferred Hotel Listing has been separated into four primary categories:

| AREA | NUMBER OF HOTELS |
|--|-------------------------|
| Chicago Metro | |
| City of Chicago | 50 |
| Suburban Cook County, counties of DuPage, Kane, Lake, McHenry and Will | 110 |
| Chicago Area Airports | |
| Midway | 1 |
| O'Hare | 13 |
| Downstate Illinois | |
| City of Springfield | 22 |
| All other downstate IL areas | 92 |

Hotel Services and Amenities

To assist travelers in selecting a hotel to fit their specific needs, a list of services has been included for each hotel.

Tax Rates

Rates listed do not include applicable taxes. To assist agencies and employees in budgeting their lodging expenditures, current tax rates are included for each city listed. These rates are subject to change.

Negotiated Rates

The negotiated rates shown are valid July 1, 2015 - June 30, 2016.

Internet Addresses

Internet addresses, either for the hotel specifically or for the chain it represents, have been included for each property. Employees are encouraged to use these links to obtain additional information about the hotel and to make reservations when the negotiated state rate, or a better rate, is available through the on-line process. Note: Although these links are provided to assist travelers in making reservations, employees must adhere to their agency policy regarding Internet usage.

Remember, hotels appearing on the Preferred Hotel Listing must always be contacted first when seeking overnight accommodations.

Fiscal Year 2016 Preferred Hotel Listing

McHenry County **Tax Rate: 11%** **Algonquin**

| | | |
|---|-------------------------|--------------------------------|
| <u>Holiday Inn Express & Suites</u> | | Rates: Standard \$80.00 |
| 2595 Bunker Hill Drive | (847) 458-6000 | |
| Algonquin, IL 60102 | (847) 458-6997 (FAX) | |
| Nearest Airport: O'Hare - 35 Miles | Amtrak: N/A | Restaurant: On Site |
| Courtesy Trans: Local Area | Breakfast: Full | Meeting Cap.: 50 |
| Fitness: Yes | Pool: Indoor | No. of Rooms: 86 |
| Website: www.hixalgonquin.com | Internet: Complimentary | |

Cook County **Tax Rate: 12%** **Alsip**

| | | |
|---|-------------------------------|--------------------------------|
| <u>Baymont Inn Alsip</u> | | Rates: Standard \$70.00 |
| 12801 South Cicero Avenue | (708) 597-3900 | |
| Alsip, IL 60803 | (877) BAYMONT | |
| Nearest Airport: Midway - 12 Miles | (708) 597-3979 (FAX) | |
| Courtesy Trans: Local Area | Amtrak: Blue Island - 7 Miles | Restaurant: Nearby |
| Fitness: Yes | Breakfast: Continental | Meeting Cap.: 30/20 |
| Website: www.baymontinns.com | Pool: None | No. of Rooms: 100 |
| | Internet: Complimentary | |

Cook County **Tax Rate: 11%** **Arlington Heights**

| | | |
|---|-------------------------|---------------------------------|
| <u>DoubleTree by Hilton</u> | | Rates: Standard \$132.00 |
| 75 West Algonquin Road | (847) 364-7600 | |
| Arlington Heights, IL 60005 | (800) 222TREE | |
| Nearest Airport: O'Hare - 8 Miles | (847) 427-4298 (FAX) | |
| Courtesy Trans: Airport | Amtrak: N/A | Restaurant: On Site |
| Fitness: Yes | Breakfast: None | Meeting Cap.: 450/250 |
| Website: www.doubletreeah.com | Pool: Indoor | No. of Rooms: 241 |
| | Internet: Complimentary | |

| | | |
|---|-------------------------|--------------------------------|
| <u>Red Roof Inn Chicago Arlington Heights</u> | | Rates: Standard \$44.99 |
| 22 West Algonquin Road | (847) 228-6650 | |
| Arlington Heights, IL 60005 | (800) REDROOF | |
| Nearest Airport: O'Hare - 9 Miles | (847) 228-6709 (FAX) | |
| Courtesy Trans: N/A | Amtrak: N/A | Restaurant: Nearby |
| Fitness: No | Breakfast: None | Meeting Cap.: N/A |
| Website: www.redroof.com | Pool: None | No. of Rooms: 136 |
| | Internet: Complimentary | |

| | | |
|---|-------------------------|--------------------------------|
| <u>Wingate by Wyndham</u> | | Rates: Standard \$99.00 |
| 2112 South Arlington Heights Road | (847) 434-0300 | |
| Arlington Heights, IL 60005 | (800) 228-1000 | |
| Nearest Airport: O'Hare - 6 Miles | (847) 434-0419 (FAX) | |
| Courtesy Trans: O'Hare | Amtrak: N/A | Restaurant: Nearby |
| Fitness: Yes | Breakfast: Continental | Meeting Cap.: 54/36 |
| Website: www.wingateohare.com | Pool: None | No. of Rooms: 80 |
| | Internet: Complimentary | |

Comfort Suites

111 North Broadway
Aurora, IL 60505
Nearest Airport: Midway - 40 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.comfortsuitesaurora.com

(630) 896-2800
(866) 896-2888
(630) 896-2887 (FAX)
Amtrak: Naperville - 10 Miles
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard** **\$80.00**

Restaurant: Adjacent
Meeting Cap.: 80/48
No. of Rooms: 82

Holiday Inn Aurora North Naperville

2424 West Sullivan Road
Aurora, IL 60506
Nearest Airport: O'Hare - 39 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.holidayinn.com/Aurora

(630) 806-7400
(888) HOLIDAY
(630) 806-7301 (FAX)
Amtrak: Naperville - 14 Miles
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard** **\$80.00**

Restaurant: On Site
Meeting Cap.: 7
No. of Rooms: 82

La Quinta Inn Bolingbrook

225 West South Frontage Road
Bolingbrook, IL 60440
Nearest Airport: Midway - 22 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.lq.com

(630) 226-0000
(800) 531-5900
(630) 226-1111 (FAX)
Amtrak: 9 Miles
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard** **\$74.00**

Restaurant: Nearby
Meeting Cap.: 25
No. of Rooms: 99

Extended Stay America Chicago - Buffalo Grove

1525 Busch Parkway
Buffalo Grove, IL 60089
Nearest Airport: O'Hare - 20 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.extendedstayamerica.com

(847) 215-0641
(800) 398-7829
(847) 215-0642 (FAX)
Amtrak: Glenview - 10 Miles
Breakfast: Continental
Pool: None
Internet: Complimentary

Rates: **Standard** **\$69.99**

Restaurant: Adjacent
Meeting Cap.: N/A
No. of Rooms: 123

Wyndham Garden Buffalo Grove

900 West Lake Cook Road
Buffalo Grove, IL 60089
Nearest Airport: O'Hare - 10 Miles
Courtesy Trans: Local Area
Fitness: Yes
Website: www.wyndhamgardenbuffalogrove.com

(847) 215-8883
(800) 996-3486
(847) 215-9304 (FAX)
Amtrak: Union Station
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard** **\$80.00**

Restaurant: On Site
Meeting Cap.: 120
No. of Rooms: 155

Chicago Marriott Southwest at Burr RidgeRates: **Standard** \$130.00

1200 Burr Ridge Parkway
 Burr Ridge, IL 60527
 Nearest Airport: Midway - 13 Miles
 Courtesy Trans: Midway
 Fitness: Yes
 Website: www.marriott.com/chisw

(630) 986-4100
 (630) 986-4299 (FAX)
 Amtrak: LaGrange - 5 Miles
 Breakfast: None
 Pool: Indoor
 Internet: \$13.50/Day

Restaurant: On Site
 Meeting Cap.: 900/450
 No. of Rooms: 184

Extended Stay America Chicago Burr RidgeRates: **Standard** \$59.99

15 West 122nd South Frontage Road
 Burr Ridge, IL 60527
 Nearest Airport: Midway - 20 Miles
 Courtesy Trans: N/A
 Fitness: No
 Website: www.extendedstayamerica.com

(630) 323-6630
 (800) EXTSTAY
 (630) 323-4337 (FAX)
 Amtrak: Hinsdale - 10 Miles
 Breakfast: Continental
 Pool: None
 Internet: Complimentary

Restaurant: Nearby
 Meeting Cap.: N/A
 No. of Rooms: 119

Quality Inn & Conference CenterRates: **Standard** \$80.00

300 South Frontage Road
 Burr Ridge, IL 60527
 Nearest Airport: Midway - 8 Miles
 Courtesy Trans: None
 Fitness: Yes
 Website: www.choicehotels.com/hotel/il379

(630) 325-2900
 (888) 975-2131
 (630) 325-8907 (FAX)
 Amtrak: Riverside - 3 Miles
 Breakfast: Full
 Pool: Indoor
 Internet: Complimentary

Restaurant: Nearby
 Meeting Cap.: 300
 No. of Rooms: 121

Hampton Inn - Carol Stream - WheatonRates: **Standard** \$80.00

205 West North Avenue
 Carol Stream, IL 60188
 Nearest Airport: O'Hare - 22 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.chicagocarolstream.hamptoninn.com

(630) 681-9200
 (800) HAMPTON
 (630) 653-4861 (FAX)
 Amtrak: N/A
 Breakfast: Full
 Pool: Indoor
 Internet: Complimentary

Restaurant: Nearby
 Meeting Cap.: 90/70
 No. of Rooms: 121

Holiday Inn & SuitesRates: **Standard** \$80.00

150 South Gary Avenue
 Carol Stream, IL 60188
 Nearest Airport: O'Hare - 17 Miles
 Courtesy Trans: 5 Mile Radius
 Fitness: Yes
 Website: <http://www.holidayinn.com/chi-carol>

(630) 665-3000
 (800) 800-6509
 (630) 665-9389 (FAX)
 Amtrak: Naperville - 11 Miles
 Breakfast: None
 Pool: Indoor
 Internet: Complimentary

Restaurant: On Site
 Meeting Cap.: 400/200
 No. of Rooms: 190

Allerton Hotel

701 North Michigan Avenue
Chicago, IL 60611
Nearest Airport: Midway - 12 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.warwickhotels.com

(312) 440-1500
(877) 701-8111
(312) 440-1819 (FAX)
Amtrak: Union Station - 2 Miles
Breakfast: None
Pool: None
Internet: \$9.95/Day

Rates: **Standard** **Fed Rate**
Restaurant: On Site
Meeting Cap.: 250/160
No. of Rooms: 443

Best Western Grant Park

1100 South Michigan Avenue
Chicago, IL 60605
Nearest Airport: Midway - 10 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.bwgrantparkhotel.com

(312) 922-2900
(800) 472-6875
(312) 922-0134 (FAX)
Amtrak: Union Station - 1.5 Miles
Breakfast: None
Pool: Outdoor
Internet: Complimentary

Rates: **Standard** **Fed Rate**
Restaurant: On Site
Meeting Cap.: N/A
No. of Rooms: 172

Chicago South Loop Hotel

11 West 26th Street
Chicago, IL 60616
Nearest Airport: Midway - 9 Miles
Courtesy Trans: 5 Block Radius
Fitness: Yes
Website: www.chicagosouthloophotel.com

(312) 225-7000
(312) 225-2396 (FAX)
Amtrak: Union Station - .5 Miles
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard** **Fed Rate**
Restaurant: On Site
Meeting Cap.: 200/100
No. of Rooms: 232

Congress Plaza Hotel & Convention Center

520 South Michigan Avenue
Chicago, IL 60605
Nearest Airport: Midway - 11 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.congressplazahotel.com

(312) 427-3800
(800) 635-1666
(312) 427-7264 (FAX)
Amtrak: Union Station - 1 Mile
Breakfast: None
Pool: None
Internet: \$7.95/Day

Rates: **Standard** **Fed Rate**
Restaurant: On Site
Meeting Cap.: 750/325
No. of Rooms: 871

Courtyard by Marriott Magnificent Mile

165 East Ontario
Chicago, IL 60611
Nearest Airport: Midway - 11 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.courtyardchicago.com

(312) 573-0800
(312) 573-0573 (FAX)
Amtrak: Union Station - 2 Miles
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard** **Fed Rate**
Restaurant: On Site
Meeting Cap.: 280/175
No. of Rooms: 306

Crowne Plaza Chicago Metro

733 West Madison
Chicago, IL 60661
Nearest Airport: Midway - 13 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.thechicagometro.com

(312) 829-5000
(800) 227-6963
(312) 602-2199 (FAX)
Amtrak: Union Station - .5 Miles
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard** **Fed Rate**
Restaurant: On Site
Meeting Cap.: 400/250
No. of Rooms: 398

| <u>DoubleTree Chicago Magnificent Mile</u> | | Rates: Standard | Fed Rate |
|---|--|---|-----------------|
| 300 East Ohio Street Chicago, IL 60611 Nearest Airport: Midway - 12 Miles Courtesy Trans: N/A Fitness: Yes Website: www.doubletreemagmile.com | (312) 787-6100 (800) HILTONS (312) 787-6259 (FAX) Amtrak: Union Station - 2 Miles Breakfast: None Pool: Outdoor Internet: \$9.95/Day | Restaurant: On Site Meeting Cap.: 700/450 No. of Rooms: 500 | |

| <u>Embassy Suites Chicago</u> | | Rates: Standard | Fed Rate |
|---|--|---|-----------------|
| 511 North Columbus Drive Chicago, IL 60611 Nearest Airport: Midway - 12 Miles Courtesy Trans: N/A Fitness: Yes Website: www.chicagoembassy.com | (312) 836-5900 (800) EMBASSY (312) 836-5901 (FAX) Amtrak: Union Station - 2 Miles Breakfast: Full Pool: Indoor Internet: \$14.99/Day | Restaurant: On Site Meeting Cap.: 400 No. of Rooms: 455 | |

| <u>Essex Inn</u> | | Rates: Standard | Fed Rate |
|--|--|--|-----------------|
| 800 South Michigan Avenue Chicago, IL 60605 Nearest Airport: Midway - 10 Miles Courtesy Trans: N/A Fitness: Yes Website: www.essexinn.com | (312) 939-2800 (800) 621-6909 (312) 922-6153 (FAX) Amtrak: Union Station - 1 Mile Breakfast: None Pool: Indoor/Outdoor Internet: Complimentary | Restaurant: On Site Meeting Cap.: 125/50 No. of Rooms: 254 | |

| <u>Fairfield Inn & Suites Chicago Downtown Mag Mile</u> | | Rates: Standard | Fed Rate |
|---|--|---|-----------------|
| 216 East Ontario Street Chicago, IL 60611 Nearest Airport: Midway - 12 Miles Courtesy Trans: None Fitness: Yes Website: www.fairfieldsuiteschicago.com | (312) 787-3777 (855) 476-6661 (312) 787-8714 (FAX) Amtrak: Union Station - 1 Mile Breakfast: Buffet Pool: None Internet: Complimentary | Restaurant: Nearby Meeting Cap.: 12 No. of Rooms: 185 | |

| <u>Hampton Inn & Suites</u> | | Rates: Standard | Fed Rate |
|---|--|--|-----------------|
| 33 West Illinois Chicago, IL 60610 Nearest Airport: Midway - 12 Miles Courtesy Trans: N/A Fitness: Yes Website: www.hamptonsuiteschicago.com | (312) 832-0330 (800) HAMPTON (312) 832-0333 (FAX) Amtrak: Union Station - 1.5 Miles Breakfast: Full Pool: Indoor Internet: Complimentary | Restaurant: On Site Meeting Cap.: 110/72 No. of Rooms: 230 | |

| <u>Hampton Inn Chicago Downtown Mag Mile</u> | | Rates: Standard | Fed Rate |
|---|--|---|-----------------|
| 160 East Huron Chicago, IL 60611 Nearest Airport: O'Hare - 17 Miles Courtesy Trans: N/A Fitness: Yes Website: www.avenuehotelchicago.com | (312) 787-2900 (888) 370-0981 (312) 787-6093 (FAX) Amtrak: Union Station - 2 Miles Breakfast: Full Pool: Outdoor Internet: Complimentary | Restaurant: On Site Meeting Cap.: 75/50 No. of Rooms: 225 | |

| <u>Hampton Majestic</u> | | Rates: Standard Fed Rate |
|---|---|---|
| 22 West Monroe Chicago, IL 60603 Nearest Airport: Midway - 11 Miles Courtesy Trans: N/A Fitness: Yes Website: www.hamptonmajestic.com | (312) 332-5052 (800) HAMPTON (312) 332-5051 (FAX) Amtrak: Union Station - 1 Mile Breakfast: Full Pool: None Internet: Complimentary | Restaurant: On Site Meeting Cap.: N/A No. of Rooms: 135 |

| <u>Hard Rock Hotel Chicago</u> | | Rates: Standard Fed Rate |
|--|--|---|
| 230 North Michigan Avenue Chicago, IL 60601 Nearest Airport: Midway - 16 Miles Courtesy Trans: N/A Fitness: Yes Website: www.hardrockhotelchicago.com | (312) 345-1000 (312) 345-1012 (FAX) Amtrak: Union Station - 1 Mile Breakfast: None Pool: None Internet: Complimentary | Restaurant: On Site Meeting Cap.: 300/198 No. of Rooms: 381 |

| <u>Hilton Chicago</u> | | Rates: Standard Fed Rate |
|--|---|--|
| 720 South Michigan Avenue Chicago, IL 60605 Nearest Airport: Midway - 10 Miles Courtesy Trans: N/A Fitness: Yes Website: www.hilton.com | (312) 922-4400 (800) HILTONS (312) 922-5240 (FAX) Amtrak: Union Station - 1 Mile Breakfast: None Pool: Indoor Internet: \$14.99/Day | Restaurant: On Site Meeting Cap.: 2,400/1,350 No. of Rooms: 1544 |

| <u>Holiday Inn Chicago Mart Plaza</u> | | Rates: Standard Fed Rate |
|--|---|---|
| 350 North Orleans Chicago, IL 60654 Nearest Airport: Midway - 12 Miles Courtesy Trans: N/A Fitness: Yes Website: www.martplaza.com | (312) 836-5000 (800) HOLIDAY (312) 222-9508 (FAX) Amtrak: Union Station - 1 Mile Breakfast: None Pool: Indoor Internet: Complimentary | Restaurant: On Site Meeting Cap.: 900/450 No. of Rooms: 521 |

| <u>Holiday Inn Hotel & Suites</u> | | Rates: Standard Fed Rate |
|---|---|---|
| 506 West Harrison Street Chicago, IL 60607 Nearest Airport: Midway - 10 Miles Courtesy Trans: N/A Fitness: Yes Website: www.hidowntown.com | (312) 957-9100 (800) HOLIDAY (312) 957-0474 (FAX) Amtrak: Union Station - 0.5 Miles Breakfast: None Pool: Outdoor Internet: Complimentary | Restaurant: On Site Meeting Cap.: 200/100 No. of Rooms: 145 |

| <u>Homewood Suites by Hilton Chicago Downtown</u> | | Rates: Standard Fed Rate |
|---|---|--|
| 40 East Grand Street Chicago, IL 60611 Nearest Airport: Midway - 12 Miles Courtesy Trans: N/A Fitness: Yes Website: www.homewoodsuiteschicago.com | (312) 644-2222 (888) 370-0983 (312) 644-7777 (FAX) Amtrak: Union Station - 2 Miles Breakfast: Full Pool: Indoor Internet: Complimentary | Restaurant: Adjacent Meeting Cap.: 80/45 No. of Rooms: 233 |

| <u>Homewood Suites Chicago Downtown Mag Mile</u> | | Rates: Standard Fed Rate |
|---|---|---|
| 152 East Huron Chicago, IL 60611 Nearest Airport: O'Hare - 17 Miles Courtesy Trans: N/A Fitness: Yes Website: www.homewoodsuitesmagmile.com | (312) 787-2900 (800) CALL-HOME (312) 787-6093 (FAX) Amtrak: Union Station - 2 Miles Breakfast: Full Pool: Outdoor Internet: Complimentary | Restaurant: On Site Meeting Cap.: 75/50 No. of Rooms: 127 |

| <u>Hotel Allegro</u> | | Rates: Standard Fed Rate |
|--|--|---|
| 171 West Randolph Chicago, IL 60601 Nearest Airport: Midway - 11 Miles Courtesy Trans: N/A Fitness: Yes Website: www.kimptonhotels.com | (312) 236-0123 (800) 643-1500 (312) 236-0917 (FAX) Amtrak: Union Station - 1 Mile Breakfast: None Pool: None Internet: Complimentary | Restaurant: On Site Meeting Cap.: 400/150 No. of Rooms: 483 |

| <u>Hotel Blake Chicago</u> | | Rates: Standard Fed Rate |
|--|--|---|
| 500 South Dearborn Street Chicago, IL 60605 Nearest Airport: Midway - 12 Miles Courtesy Trans: N/A Fitness: Yes Website: www.hotelblake.com | (312) 986-1234 (312) 939-2468 (FAX) Amtrak: Union Station Breakfast: Continental Pool: None Internet: Complimentary | Restaurant: On Site Meeting Cap.: 75/50 No. of Rooms: 132 |

| <u>Hotel Burnham Chicago</u> | | Rates: Standard Fed Rate |
|--|---|---|
| 1 West Washington Chicago, IL 60602 Nearest Airport: O'Hare - 15 Miles Courtesy Trans: N/A Fitness: Yes Website: www.burnhamhotel.com | (312) 782-1111 (800) KIMPTON (866) 846-5682 (FAX) Amtrak: Union Station - 8 Blocks Breakfast: None Pool: None Internet: Complimentary | Restaurant: On Site Meeting Cap.: 500 No. of Rooms: 261 |

| <u>Hotel Monaco Chicago</u> | | Rates: Standard Fed Rate |
|---|---|---|
| 225 North Wabash Chicago, IL 60601 Nearest Airport: O'Hare - 15 Miles Courtesy Trans: N/A Fitness: Yes Website: www.monaco-chicago.com | (312) 960-8500 (866) KIMPTON (866) 846-5682 (FAX) Amtrak: Union Station - 8 Blocks Breakfast: None Pool: None Internet: Complimentary | Restaurant: On Site Meeting Cap.: 500 No. of Rooms: 261 |

| <u>Hotel Palomar Chicago</u> | | Rates: Standard Fed Rate |
|---|---|---|
| 605 North State Street Chicago, IL 60654 Nearest Airport: O'Hare - 15 Miles Courtesy Trans: N/A Fitness: Yes Website: www.hotelpalomar-chicago.com | (312) 755-9703 (800) KIMPTON (866) 846-5682 (FAX) Amtrak: Union Station - 8 Blocks Breakfast: None Pool: Indoor Internet: Complimentary | Restaurant: On Site Meeting Cap.: 500 No. of Rooms: 261 |

| <u>Hyatt Chicago Magnificent Mile</u> | | Rates: Standard Fed Rate |
|---|---------------------------------|--|
| 633 St. Clair | (312) 787-1234 | |
| Chicago, IL 60611 | (888) 591-1234 | |
| Nearest Airport: Midway - 13 Miles | (312) 274-4442 (FAX) | |
| Courtesy Trans: N/A | Amtrak: Union Station - 1 Miles | Restaurant: On Site |
| Fitness: Yes | Breakfast: None | Meeting Cap.: 480/220 |
| Website: www.hyattchicagomagmile.com | Pool: Indoor | No. of Rooms: 419 |
| | Internet: Complimentary | |

| <u>Hyatt Regency</u> | | Rates: Standard Fed Rate |
|---|---------------------------------|--|
| 151 East Wacker Drive | (312) 565-1234 | |
| Chicago, IL 60601 | (800) 233-1234 | |
| Nearest Airport: Midway - 12 Miles | (312) 565-2966 (FAX) | |
| Courtesy Trans: N/A | Amtrak: Union Station - 2 Miles | Restaurant: On Site |
| Fitness: Yes | Breakfast: None | Meeting Cap.: 3,000/1,500 |
| Website: www.chicago.hyatt.com | Pool: None | No. of Rooms: 2019 |
| | Internet: \$12.95/Day | |

| <u>Hyatt Regency McCormick Place</u> | | Rates: Standard Fed Rate |
|---|---------------------------------|--|
| 2233 South Martin Luther King Drive | (312) 567-1234 | |
| Chicago, IL 60616 | (800) 233-1234 | |
| Nearest Airport: Midway - 10 Miles | (312) 528-4000 (FAX) | |
| Courtesy Trans: N/A | Amtrak: Union Station - 3 Miles | Restaurant: On Site |
| Fitness: Yes | Breakfast: None | Meeting Cap.: 4,968/3,000 |
| Website: www.mccormickplace.hyatt.com | Pool: Indoor | No. of Rooms: 1258 |
| | Internet: \$10.00/Day | |

| <u>Inn of Chicago</u> | | Rates: Standard Fed Rate |
|---|--------------------------------|--|
| 162 East Ohio | (312) 787-3100 | |
| Chicago, IL 60611 | (800) 557-2378 | |
| Nearest Airport: Midway - 12 Miles | (312) 573-3136 (FAX) | |
| Courtesy Trans: N/A | Amtrak: Union Station - 2 Mile | Restaurant: Nearby |
| Fitness: Yes | Breakfast: None | Meeting Cap.: 150/120 |
| Website: www.innofchicago.com | Pool: None | No. of Rooms: 357 |
| | Internet: \$9.95/Day | |

| <u>Ivy Boutique Hotel</u> | | Rates: Standard Fed Rate |
|---|---------------------------------|--|
| 233 East Ontario | (312) 335-5444 | |
| Chicago, IL 60611 | (312) 867-3108 (FAX) | |
| Nearest Airport: Midway - 11 Miles | Amtrak: Union Station - 2 Miles | Restaurant: On Site |
| Courtesy Trans: N/A | Breakfast: None | Meeting Cap.: N/A |
| Fitness: No | Pool: None | No. of Rooms: 63 |
| Website: www.exploreivy.com | Internet: Complimentary | |

| <u>Kinzie Hotel Chicago</u> | | Rates: Standard Fed Rate |
|---|---------------------------------|--|
| 20 West Kinzie Street | (312) 395-9000 | |
| Chicago, IL 60610 | (877) 262-5341 | |
| Nearest Airport: Midway - 12 Miles | (312) 345-9001 (FAX) | |
| Courtesy Trans: N/A | Amtrak: Union Station - 2 Miles | Restaurant: Adjacent |
| Fitness: Yes | Breakfast: Continental | Meeting Cap.: 66/36 |
| Website: www.kinziehotel.com | Pool: None | No. of Rooms: 215 |
| | Internet: Complimentary | |

| <u>Lakeshore Hotel</u> | | Rates: Standard Fed Rate |
|---|---------------------------------|--|
| 4900 South Lake Shore Drive | (773) 288-5800 | |
| Chicago, IL 60615 | (800) 237-4933 | |
| Nearest Airport: Midway - 10 Miles | (773) 288-5818 (FAX) | |
| Courtesy Trans: Local Area | Amtrak: Union Station - 7 Miles | Restaurant: On Site |
| Fitness: Yes | Breakfast: None | Meeting Cap.: 425/250 |
| Website: www. | Pool: Outdoor | No. of Rooms: 70 |
| | Internet: Complimentary | |

| <u>LaQuinta Chicago Lake Shore</u> | | Rates: Standard Fed Rate |
|---|---------------------------------|--|
| 4900A South Lake Shore Drive | (773) 324-3000 | |
| Chicago, IL 60615 | (773) 324-3088 (FAX) | |
| Nearest Airport: Midway - 14 Miles | Amtrak: Union Station - 8 Miles | Restaurant: Adjacent |
| Courtesy Trans: 5 Mile Radius | Breakfast: Continental | Meeting Cap.: 300 |
| Fitness: Yes | Pool: Outdoor | No. of Rooms: 114 |
| Website: www.chicagolakeshore.com | Internet: Complimentary | |

| <u>LaQuinta Inn & Suites - Chicago Downtown</u> | | Rates: Standard Fed Rate |
|--|----------------------------------|--|
| 1 South Franklin Street | (312) 558-1020 | |
| Chicago, IL 60606 | (800) 753-3757 | |
| Nearest Airport: Midway - 11 Miles | (312) 558-1014 (FAX) | |
| Courtesy Trans: N/A | Amtrak: Union Station - 4 Blocks | Restaurant: Adjacent |
| Fitness: Yes | Breakfast: Full | Meeting Cap.: 80/60 |
| Website: www.lq.com | Pool: Indoor | No. of Rooms: 241 |
| | Internet: Complimentary | |

| <u>Palmer House Hilton</u> | | Rates: Standard Fed Rate |
|---|--------------------------------|--|
| 17 East Monroe | (312) 726-7500 | |
| Chicago, IL 60605 | (800) HILTONS | |
| Nearest Airport: Midway - 11 Miles | (312) 263-2556 (FAX) | |
| Courtesy Trans: N/A | Amtrak: Union Station - 1 Mile | Restaurant: On Site |
| Fitness: Yes | Breakfast: None | Meeting Cap.: 400/220 |
| Website: www.hilton.com | Pool: Indoor | No. of Rooms: 1639 |
| | Internet: \$14.99/Day | |

| <u>Public Chicago</u> | | Rates: Standard Fed Rate |
|---|-----------------------------------|--|
| 1301 North State Parkway | (312) 787-3700 | |
| Chicago, IL 60610 | (888) 506-3471 | |
| Nearest Airport: Midway - 13 Miles | (312) 787-4760 (FAX) | |
| Courtesy Trans: N/A | Amtrak: Union Station - 2.5 Miles | Restaurant: On Site |
| Fitness: Yes | Breakfast: None | Meeting Cap.: 120/55 |
| Website: www.publichotels.com | Pool: None | No. of Rooms: 285 |
| | Internet: Complimentary | |

| <u>Radisson Blu Aqua Hotel Chicago</u> | | Rates: Standard Fed Rate |
|---|-----------------------------------|--|
| 221 North Columbus Drive | (312) 565-5258 | |
| Chicago, IL 60601 | (800) 333-3333 | |
| Nearest Airport: Midway - 13 Miles | (312) 540-3878 (FAX) | |
| Courtesy Trans: N/A | Amtrak: Union Station - 1.5 Miles | Restaurant: On Site |
| Fitness: Yes | Breakfast: None | Meeting Cap.: 1000/500 |
| Website: www.radissonbluchicago.com | Pool: Indoor/Outdoor | No. of Rooms: 334 |
| | Internet: Complimentary | |

| <u>Red Roof Inn</u> | | Rates: Standard Fed Rate |
|---|--|--|
| 162 East Ontario Street Chicago, IL 60611 Nearest Airport: O'Hare - 15 Miles Courtesy Trans: N/A Fitness: No Website: www.redroof.com | (312) 787-3580 (800) REDROOF (312) 787-1299 (FAX) Amtrak: Union Station Breakfast: None Pool: None Internet: Complimentary | Restaurant: Adjacent Meeting Cap.: N/A No. of Rooms: 195 |

| <u>Renaissance Blackstone Chicago Hotel</u> | | Rates: Standard Fed Rate |
|--|---|---|
| 636 South Michigan Avenue Chicago, IL 60605 Nearest Airport: Midway - 14 Miles Courtesy Trans: N/A Fitness: Yes Website: www.marriott.com/cirh | (312) 447-0955 (800) 468-3571 (312) 765-0545 (FAX) Amtrak: Union Station - 1.5 Miles Breakfast: None Pool: None Internet: \$14.95/Day | Restaurant: On Site Meeting Cap.: 383/199 No. of Rooms: 328 |

| <u>Residence Inn Chicago Downtown</u> | | Rates: Standard Fed Rate |
|--|---|---|
| 201 East Walton Place Chicago, IL 60611 Nearest Airport: Midway - 13 Miles Courtesy Trans: N/A Fitness: Yes Website: www.residenceinn.com | (312) 943-9800 (800) 331-3131 (312) 943-8579 (FAX) Amtrak: Union Station - 2.5 Miles Breakfast: Full Pool: None Internet: Complimentary | Restaurant: Nearby Meeting Cap.: 10 No. of Rooms: 221 |

| <u>Silversmith Hotel Chicago Downtown</u> | | Rates: Standard Fed Rate |
|---|---|--|
| 10 South Wabash Avenue Chicago, IL 60603 Nearest Airport: Midway - 11 Miles Courtesy Trans: N/A Fitness: Yes Website: www.silversmithhotel.com | (312) 372-7696 (855) 695-6668 (312) 372-7320 (FAX) Amtrak: Union Station - 0.5 Miles Breakfast: None Pool: None Internet: Complimentary | Restaurant: On Site Meeting Cap.: 150/60 No. of Rooms: 144 |

| <u>Swissotel</u> | | Rates: Standard Fed Rate |
|--|--|---|
| 323 East Wacker Drive Chicago, IL 60601 Nearest Airport: Midway - 12 Miles Courtesy Trans: N/A Fitness: Yes Website: www.swissotel.com/chicago | (312) 565-0565 (888)-73SWISS (312) 565-0540 (FAX) Amtrak: Union Station - 2 Miles Breakfast: None Pool: Indoor Internet: Complimentary | Restaurant: On Site Meeting Cap.: 500/375 No. of Rooms: 661 |

| <u>The Drake Hotel Chicago</u> | | Rates: Standard Fed Rate |
|--|--|---|
| 140 East Walton Place Chicago, IL 60611 Nearest Airport: Midway - 11 Miles Courtesy Trans: N/A Fitness: Yes Website: www.thedrakehotel.hilton.com | (312)787-2200 (800) 553-7253 (312) 787-1431 (FAX) Amtrak: 2 Miles Breakfast: None Pool: None Internet: \$14.95/Day | Restaurant: On Site Meeting Cap.: N/A No. of Rooms: 535 |

| <u>The James Hotel</u> | | Rates: Standard Fed Rate |
|---|-------------------------|--|
| 55 East Ontario Chicago, IL 60611 | (312) 337-1000 | |
| Nearest Airport: Midway - 14 Miles | (312) 337-7217 (FAX) | |
| Courtesy Trans: 2 Mile Radius | Amtrak: 1 Mile | Restaurant: On Site |
| Fitness: Yes | Breakfast: None | Meeting Cap.: 225/180 |
| Website: www.jameshotels.com | Pool: None | No. of Rooms: 297 |
| | Internet: Complimentary | |

| <u>The WIT Chicago DoubleTree</u> | | Rates: Standard Fed Rate |
|---|----------------------------------|--|
| 201 North State Street Chicago, IL 60601 | (312) 467-0200 (866) 318-1514 | |
| Nearest Airport: Midway - 11 Miles | (312) 467-0202 (FAX) | |
| Courtesy Trans: N/A | Amtrak: Union Station - 1 Mile | Restaurant: On Site |
| Fitness: Yes | Breakfast: None | Meeting Cap.: 200/140 |
| Website: www.thewithotel.com | Pool: None | No. of Rooms: 310 |
| | Internet: \$11.95/Day | |

| <u>Tremont Hotel Chicago</u> | | Rates: Standard Fed Rate |
|---|-----------------------------------|--|
| 100 East Chestnut Chicago, IL 60611 | (312) 924-2511 (888) 627-8281 | |
| Nearest Airport: Midway - 13 Miles | (312) 943-5480 (FAX) | |
| Courtesy Trans: N/A | Amtrak: Union Station - 1.5 Miles | Restaurant: On Site |
| Fitness: No | Breakfast: Continental | Meeting Cap.: 125 |
| Website: www.tremontchicago.com | Pool: None | No. of Rooms: 135 |
| | Internet: \$9.99/Day | |

| <u>W Chicago City Center</u> | | Rates: Standard Fed Rate |
|---|---------------------------------|--|
| 172 West Adams Street Chicago, IL 60603 | (312) 332-1200 (877) WHOTELS | |
| Nearest Airport: Midway - 11 Miles | (312) 332-5909 (FAX) | |
| Courtesy Trans: N/A | Amtrak: Union Station - 1 Mile | Restaurant: On Site |
| Fitness: Yes | Breakfast: None | Meeting Cap.: 100 |
| Website: www.whotels.com | Pool: None | No. of Rooms: 377 |
| | Internet: \$14.95/Day | |

| <u>W Chicago Lakeshore</u> | | Rates: Standard Fed Rate |
|---|---------------------------------|--|
| 644 North Lakeshore Drive Chicago, IL 60611 | (312) 943-9200 (877) WHOTELS | |
| Nearest Airport: Midway - 13 Miles | (312) 943-8077 (FAX) | |
| Courtesy Trans: N/A | Amtrak: Union Station | Restaurant: On Site |
| Fitness: Yes | Breakfast: None | Meeting Cap.: 220 |
| Website: www.whotels.com | Pool: Indoor | No. of Rooms: 525 |
| | Internet: \$14.95/Day | |

| <u>Westin Michigan Avenue</u> | | Rates: Standard Fed Rate |
|---|---------------------------------|--|
| 909 North Michigan Avenue Chicago, IL 60611 | (312) 943-7200 (800) WESTIN1 | |
| Nearest Airport: Midway - 13 Miles | (312) 943-9347 (FAX) | |
| Courtesy Trans: N/A | Amtrak: Union Station - 2 Miles | Restaurant: On Site |
| Fitness: Yes | Breakfast: None | Meeting Cap.: 1,500/750 |
| Website: www.westin.com/michiganave | Pool: None | No. of Rooms: 752 |
| | Internet: \$12.95/Day | |

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|---|-------------------------|--|
| <u>Whitehall Hotel</u> | | Rates: Standard Fed Rate |
| 105 East Delaware Place Chicago, IL 60611 | (312) 944-6300 | |
| Nearest Airport: Midway - 12 Miles | (312) 573-6250 (FAX) | |
| Courtesy Trans: N/A | Amtrak: 5 Miles | Restaurant: On Site |
| Fitness: Yes | Breakfast: None | Meeting Cap.: 125/60 |
| Website: www.thewhitehallhotel.com | Pool: None | No. of Rooms: 222 |
| | Internet: Complimentary | |

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|--------------------|----------------------|--------------------|
| Cook County | Tax Rate: 11% | Countryside |
|--------------------|----------------------|--------------------|

| | | |
|---|----------------------------------|---------------------------------------|
| <u>Holiday Inn Countryside</u> | | Rates: Standard \$94.00 |
| 6201 Joliet Road Countryside, IL 60525 | (708) 354-4200 (800) 315-2621 | |
| Nearest Airport: Midway - 10 Miles | (708) 354-4241 (FAX) | |
| Courtesy Trans: 5 Mile Radius | Amtrak: LaGrange - 2 Miles | Restaurant: On Site |
| Fitness: Yes | Breakfast: None | Meeting Cap.: 500 |
| Website: www.holidayinn.com/countrysideil | Pool: Indoor | No. of Rooms: 174 |
| | Internet: Complimentary | |

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|-----------------------|----------------------|---------------------|
| McHenry County | Tax Rate: 11% | Crystal Lake |
|-----------------------|----------------------|---------------------|

| | | |
|---|----------------------------------|---------------------------------------|
| <u>Country Inn & Suites</u> | | Rates: Standard \$80.00 |
| 600 Tracy Trail Crystal Lake, IL 60014 | (815) 477-3500 (800) 456-4000 | |
| Nearest Airport: O'Hare - 30 Miles | (815) 477-0189 (FAX) | |
| Courtesy Trans: N/A | Amtrak: Chicago - 45 Miles | Restaurant: Nearby |
| Fitness: Yes | Breakfast: Full | Meeting Cap.: 70 |
| Website: www.countryinns.com | Pool: Indoor | No. of Rooms: 80 |
| | Internet: Complimentary | |

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|---|---------------------------------|---------------------------------------|
| <u>Holiday Inn Chicago Crystal lake</u> | | Rates: Standard \$80.00 |
| 800 South Illinois Route 31 Crystal Lake, IL 60014 | (815) 477-7000 (800) HOLIDAY | |
| Nearest Airport: O'Hare - 32 Miles | (815) 477-7027 (FAX) | |
| Courtesy Trans: 5 Mile Radius | Amtrak: Chicago - 31 Miles | Restaurant: On Site |
| Fitness: Yes | Breakfast: None | Meeting Cap.: 1,200/600 |
| Website: www.hicrystallake.com | Pool: Indoor | No. of Rooms: 197 |
| | Internet: Complimentary | |

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|----------------------|----------------------|---------------|
| DuPage County | Tax Rate: 11% | Darien |
|----------------------|----------------------|---------------|

| | | |
|---|---------------------------------|---------------------------------------|
| <u>Extended Stay America Chicago Darien</u> | | Rates: Standard \$79.99 |
| 2345 Sokol Court Darien, IL 60561 | (630) 985-4708 (800) EXTSTAY | |
| Nearest Airport: Midway - 15 Miles | (630) 985-4709 (FAX) | |
| Courtesy Trans: N/A | Amtrak: N/A | Restaurant: Nearby |
| Fitness: No | Breakfast: Continental | Meeting Cap.: N/A |
| Website: www.extendedstayamerica.com | Pool: None | No. of Rooms: 104 |
| | Internet: Complimentary | |

Red Roof Inn Chicago DeerfieldRates: **Standard** **\$44.99**

340 South Waukegan Road
Deerfield, IL 60015
Nearest Airport: O'Hare - 13 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.redroof.com

(847) 205-1755
(800) REDROOF
(847) 205-1891 (FAX)
Amtrak: N/A
Breakfast: None
Pool: None
Internet: Complimentary

Restaurant: Nearby
Meeting Cap.: 20
No. of Rooms: 118

Doubletree Downers GroveRates: **Standard** **\$80.00**

2111 Butterfield Road
Downers Grove, IL 60515
Nearest Airport: O'Hare - 17 Miles
Courtesy Trans: 5 Mile Radius
Fitness: Yes
Website: www.doubletree.com

(630) 971-2000
(800) HILTONS
(630) 971-1768 (FAX)
Amtrak: Naperville - 8 Miles
Breakfast: None
Pool: Indoor
Internet: \$9.95/Day

Restaurant: On Site
Meeting Cap.: 550/300
No. of Rooms: 250

Extended Stay AmericaRates: **Standard** **\$64.99**

3150 Finley Road
Downers Grove, IL 60515
Nearest Airport: O'Hare - 20 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.extendedstayamerica.com

(630) 810-4124
(800) EXTSTAY
(630) 810-9285 (FAX)
Amtrak: N/A
Breakfast: Continental
Pool: None
Internet: Complimentary

Restaurant: Nearby
Meeting Cap.: N/A
No. of Rooms: 154

Holiday Inn Express ChicagoRates: **Standard** **\$80.00**

3031 Finley Road
Downers Grove, IL 60515
Nearest Airport: O'Hare - 21 Miles
Courtesy Trans: 5 Mile Radius
Fitness: Yes
Website: www.hixdownersgrovehotel.com

(630) 810-9500
(800) 465-4329
(630) 810-0059 (FAX)
Amtrak: Downers Grove - 2.5 Miles
Breakfast: Continental
Pool: None
Internet: Complimentary

Restaurant: Nearby
Meeting Cap.: 50
No. of Rooms: 121

Red Roof InnRates: **Standard** **\$54.99**

1113 Butterfield Road
Downers Grove, IL 60515
Nearest Airport: O'Hare - 18 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.redroof.com

(630) 963-4205
(800) REDROOF
(630) 963-4425 (FAX)
Amtrak: N/A
Breakfast: None
Pool: None
Internet: Complimentary

Restaurant: Nearby
Meeting Cap.: N/A
No. of Rooms: 108

Comfort Suites ElginRates: **Standard** **\$80.00**

2480 Bushwood Drive
 Elgin, IL 60124
 Nearest Airport: O'Hare - 35 Miles
 Courtesy Trans: 5 Mile Radius
 Fitness: Yes
 Website: www.comfortsuites.com/elgin

(847) 836-9500
 (847) 836-9520 (FAX)
 Amtrak: Naperville - 23 Miles
 Breakfast: Full
 Pool: Indoor
 Internet: Complimentary

Restaurant: Nearby
 Meeting Cap.: 100/70
 No. of Rooms: 78

Country Inn & SuitesRates: **Standard** **\$77.00**

2270 Point Boulevard
 Elgin, IL 60123
 Nearest Airport: O'Hare - 28 Miles
 Courtesy Trans: 3 Mile Radius
 Fitness: Yes
 Website: www.countryinns.com/elginil

(847) 426-6400
 (800) 596-2375
 (847) 426-6410 (FAX)
 Amtrak: Naperville - 19 Miles
 Breakfast: Continental
 Pool: Indoor
 Internet: Complimentary

Restaurant: Adjacent
 Meeting Cap.: 30/25
 No. of Rooms: 97

Hampton InnRates: **Standard** **\$80.00**

405 Airport Road
 Elgin, IL 60123
 Nearest Airport: O'Hare - 22 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.hamptoninnelgin.com

(847) 931-1940
 (800) HAMPTON
 (847) 931-5190 (FAX)
 Amtrak: Naperville - 19 Miles
 Breakfast: Full
 Pool: Indoor
 Internet: Complimentary

Restaurant: Nearby
 Meeting Cap.: N/A
 No. of Rooms: 108

Quality InnRates: **Standard** **\$65.00**

500 Tollgate Road
 Elgin, IL 60123
 Nearest Airport: O'Hare - 26 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.elgin-quality-inn.com

(847) 608-7300
 (800) 4CHOICE
 (847) 931-4894 (FAX)
 Amtrak: Naperville - 19 Miles
 Breakfast: Continental
 Pool: None
 Internet: Complimentary

Restaurant: Nearby
 Meeting Cap.: 10
 No. of Rooms: 78

Country Inn & Suites Elk Grove VillageRates: **Standard** **\$132.00**

1160 West Devon Avenue
 Elk Grove Village, IL 60007
 Nearest Airport: O'Hare - 11 Miles
 Courtesy Trans: Airport
 Fitness: Yes
 Website: www.countryinns.com

(847) 985-0101
 (800) 596-2375
 (847) 985-0202 (FAX)
 Amtrak: Union Station - 27 Miles
 Breakfast: Full
 Pool: Indoor
 Internet: Complimentary

Restaurant: Adjacent
 Meeting Cap.: 12
 No. of Rooms: 104

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|---|-----------------------------|------------------------|----------------|
| <u>Motel 6 O'Hare</u> | | Rates: Standard | \$62.00 |
| 2881 Touhy Avenue | (847) 803-9400 | | |
| Elk Grove Village, IL 60007 | (800) 329-7466 | | |
| Nearest Airport: O'Hare - 5 Miles | (847) 803-9771 (FAX) | | |
| Courtesy Trans: Airport | Amtrak: Glenview - 12 Miles | Restaurant: Nearby | |
| Fitness: Yes | Breakfast: None | Meeting Cap.: N/A | |
| Website: www.stayohare.com | Pool: None | No. of Rooms: 115 | |
| | Internet: Complimentary | | |

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|---|-------------------------|------------------------|----------------|
| <u>Super 8 Motel</u> | | Rates: Standard | \$99.00 |
| 2951 Touhy Avenue | (847) 827-3133 | | |
| Elk Grove Village, IL 60007 | (800) 800-8000 | | |
| Nearest Airport: O'Hare - 4 Miles | (847) 827-3246 (FAX) | | |
| Courtesy Trans: Convention Center | Amtrak: 15 Miles | Restaurant: Nearby | |
| Fitness: Yes | Breakfast: Continental | Meeting Cap.: 50/100 | |
| Website: www.super8ohare.com | Pool: Indoor | No. of Rooms: 95 | |
| | Internet: Complimentary | | |

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| DuPage County | Tax Rate: 10% | Elmhurst |
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|---|-------------------------|------------------------|----------------|
| <u>Clarion Inn Elmhurst-Oakbrook</u> | | Rates: Standard | \$80.00 |
| 933 Riverside Drive | (630) 279-0700 | | |
| Elmhurst, IL 60126 | (877) 424-6423 | | |
| Nearest Airport: O'Hare - 15 Miles | (630) 279-0131 (FAX) | | |
| Courtesy Trans: N/A | Amtrak: N/A | Restaurant: On Site | |
| Fitness: Yes | Breakfast: None | Meeting Cap.: 1500/839 | |
| Website: www.clarioninnelmhurst.com | Pool: Indoor | No. of Rooms: 104 | |
| | Internet: Complimentary | | |

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|---|-------------------------|------------------------|----------------|
| <u>Courtyard Elmhurst</u> | | Rates: Standard | \$80.00 |
| 370 North Route 83 | (630) 941-9444 | | |
| Elmhurst, IL 60126 | (800) 228-9290 | | |
| Nearest Airport: O'Hare - 12 Miles | (630) 941-3539 (FAX) | | |
| Courtesy Trans: N/A | Amtrak: 30 Miles | Restaurant: On Site | |
| Fitness: Yes | Breakfast: None | Meeting Cap.: 90/60 | |
| Website: www.courtyardelmhurst.com | Pool: Indoor | No. of Rooms: 140 | |
| | Internet: Complimentary | | |

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|---|----------------------------|------------------------|----------------|
| <u>Extended Stay America Elmhurst</u> | | Rates: Standard | \$79.99 |
| 550 West Grand Avenue | (630) 530-4353 | | |
| Elmhurst, IL 60127 | (800) EXTSTAY | | |
| Nearest Airport: O'Hare - 9 Miles | (630) 530-4345 (FAX) | | |
| Courtesy Trans: N/A | Amtrak: Glenview - 4 Miles | Restaurant: Adjacent | |
| Fitness: No | Breakfast: Continental | Meeting Cap.: N/A | |
| Website: www.extendedstayamerica.com | Pool: None | No. of Rooms: 117 | |
| | Internet: Complimentary | | |

Kane County**Tax Rate: 11%****Geneva****Comfort Inn & Suites - Geneva**Rates: **Standard \$79.99**

1555 East Fabyan Parkway
 Geneva, IL 60134
 Nearest Airport: O'Hare - 30 Miles
 Courtesy Trans: Local Area
 Fitness: Yes
 Website: www.comfortinngeneva.com

(630) 208-8811
 (800) 424-6423
 (630) 208-7844 (FAX)
 Amtrak: N/A
 Breakfast: Continental
 Pool: Indoor
 Internet: Complimentary

Restaurant: Nearby
 Meeting Cap.: 60/32
 No. of Rooms: 90

DuPage County**Tax Rate: 11%****Glen Ellyn****Crowne Plaza Glen Ellyn-Lombard**Rates: **Standard \$80.00**

1250 Roosevelt Road
 Glen Ellyn, IL 60137
 Nearest Airport: O'Hare - 20 Miles
 Courtesy Trans: 7 Mile Radius
 Fitness: Yes
 Website: www.cpglenellyn.com

(630) 629-6000
 (800) 2CROWNE
 (630) 629-0025 (FAX)
 Amtrak: Lombard - 2 Miles
 Breakfast: None
 Pool: Indoor
 Internet: Complimentary

Restaurant: On Site
 Meeting Cap.: 200/300
 No. of Rooms: 119

Cook County**Tax Rate: 12%****Glenview****Courtyard Glenview**Rates: **Standard \$119.00**

1801 Milwaukee Avenue
 Glenview, IL 60025
 Nearest Airport: O'Hare - 10 Miles
 Courtesy Trans: Local Area
 Fitness: Yes
 Website: www.marriott.com/chigv

(847) 803-2500
 (800) 321-2211
 (847) 803-2520 (FAX)
 Amtrak: Glenview - 5 Miles
 Breakfast: None
 Pool: Indoor
 Internet: Complimentary

Restaurant: On Site
 Meeting Cap.: 40/25
 No. of Rooms: 149

Lake County**Tax Rate: 11%****Grayslake****Comfort Suites Grayslake**Rates: **Standard \$79.00**

1775 East Belvidere Road
 Grayslake, IL 60030
 Nearest Airport: O'Hare - 45 Miles
 Courtesy Trans: 5 Mile Radius
 Fitness: Yes
 Website: www.comfortsuitesgrayslake.com

(847) 223-5050
 (847) 223-7070 (FAX)
 Amtrak: N/A
 Breakfast: Full
 Pool: Indoor
 Internet: Complimentary

Restaurant: Nearby
 Meeting Cap.: 30/40
 No. of Rooms: 108

Lake County**Tax Rate: 11%****Gurnee****Extended Stay America Chicago Gurnee**Rates: **Standard \$75.99**

5724 Northridge Drive
 Gurnee, IL 60031
 Nearest Airport: O'Hare - 33 Miles
 Courtesy Trans: N/A
 Fitness: No
 Website: www.extendedstayamerica.com

(847) 662-3060
 (800) EXTSTAY
 (847) 662-3317 (FAX)
 Amtrak: N/A
 Breakfast: Continental
 Pool: None
 Internet: Complimentary

Restaurant: Nearby
 Meeting Cap.: N/A
 No. of Rooms: 101

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| <u>Gurnee Comfort Inn</u> | | Rates: Standard | \$71.99 |
| 6080 Gurnee Mills Circle East Gurnee, IL 60031 Nearest Airport: O'Hare - 35 Miles Courtesy Trans: N/A Fitness: No Website: www.choicehotels.com | (847) 855-8866 (800) 424-6423 (847) 855-0943 (FAX) Amtrak: N/A Breakfast: Continental Pool: Indoor Internet: Complimentary | | Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 63 |

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| <u>Holiday Inn Gurnee & Convention Center</u> | | Rates: Standard | \$80.00 |
| 6161 West Grand Avenue Gurnee, IL 60031 Nearest Airport: O'Hare - 21 Miles Courtesy Trans: 5 Mile Radius Fitness: Yes Website: www.holidayinn.com/gurnee-il | (847) 336-6300 (800) 465-4329 (847) 336-6303 (FAX) Amtrak: Waukegan - 7 Miles Breakfast: Full Pool: Indoor Internet: Complimentary | | Restaurant: On Site Meeting Cap.: 900/310 No. of Rooms: 210 |

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| <u>LaQuinta Inn Chicago Gurnee</u> | | Rates: Standard | \$70.00 |
| 5688 Northridge Drive Gurnee, IL 60031 Nearest Airport: O'Hare - 30 Miles Courtesy Trans: N/A Fitness: No Website: www.lq.com | (847) 662-7600 (800) 531-5900 (847) 662-5300 (FAX) Amtrak: N/A Breakfast: Continental Pool: Indoor Internet: Complimentary | | Restaurant: Adjacent Meeting Cap.: N/A No. of Rooms: 102 |

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| Dupage County | Tax Rate: 9% | Hanover Park |
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| <u>Extended Stay America Chicago - Hanover Park</u> | | Rates: Standard | \$75.99 |
| 1075 Lake Street Hanover Park, IL 60133 Nearest Airport: O'Hare - 25 Miles Courtesy Trans: N/A Fitness: No Website: www.extendedstayamerica.com | (630) 893-4823 (800) EXTSTAY (630) 893-4824 (FAX) Amtrak: Union Station - 25 Miles Breakfast: Continental Pool: None Internet: Complimentary | | Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 104 |

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| Cook County | Tax Rate: 11% | Hillside |
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|---|---|------------------------|---|
| <u>Best Western Chicago - Hillside</u> | | Rates: Standard | \$83.99 |
| 4400 Frontage Road Hillside, IL 60162 Nearest Airport: O'Hare - 8 Miles Courtesy Trans: 5 Mile Radius Fitness: Yes Website: www.chicagohillsidehotel.com | (708) 544-9300 (708) 544-9310 (FAX) Amtrak: LaGrange - 3 Miles Breakfast: None Pool: Outdoor Internet: Complimentary | | Restaurant: On Site Meeting Cap.: 800 No. of Rooms: 238 |

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|---|----------------------------------|------------------------|----------------|
| <u>Extended Stay America Chicago - Hillside</u> | | Rates: Standard | \$86.99 |
| 4575 Frontage Road | (708) 544-4409 | | |
| Hillside, IL 60162 | (800) EXTSTAY | | |
| Nearest Airport: O'Hare - 25 Miles | (708) 544-4611 (FAX) | | |
| Courtesy Trans: N/A | Amtrak: Union Station - 20 Miles | Restaurant: Nearby | |
| Fitness: No | Breakfast: Continental | Meeting Cap.: N/A | |
| Website: www.extendedstayamerica.com | Pool: None | No. of Rooms: 122 | |
| | Internet: Complimentary | | |

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| Cook County | Tax Rate: 10% | Hoffman Estates |
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|---|-------------------------|------------------------|-----------------|
| <u>Chicago Marriott Northwest</u> | | Rates: Standard | \$132.00 |
| 4800 Hoffman Boulevard | (847) 645-9500 | | |
| Hoffman Estates, IL 60192 | (800) 228-9290 | | |
| Nearest Airport: O'Hare - 20 Miles | (847) 645-9600 (FAX) | | |
| Courtesy Trans: N/A | Amtrak: 35 Miles | Restaurant: On Site | |
| Fitness: Yes | Breakfast: None | Meeting Cap.: N/A | |
| Website: www.marriott.com | Pool: Indoor | No. of Rooms: 295 | |
| | Internet: Complimentary | | |

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|---|-------------------------|------------------------|----------------|
| <u>Hawthorn Suites by Wyndham</u> | | Rates: Standard | \$80.00 |
| 2875 Greenspoint Parkway | (847) 490-1686 | | |
| Hoffman Estates, IL 60169 | (800) Wyndham | | |
| Nearest Airport: O'Hare - 17 Miles | (847) 490-1696 (FAX) | | |
| Courtesy Trans: 5 Mile Radius | Amtrak: N/A | Restaurant: Nearby | |
| Fitness: Yes | Breakfast: Full | Meeting Cap.: N/A | |
| Website: www.hawthorn.com/hotel/46507 | Pool: None | No. of Rooms: 120 | |
| | Internet: Complimentary | | |

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|---|------------------------------|------------------------|----------------|
| <u>LaQuinta Inn Chicago Hoffman Estates</u> | | Rates: Standard | \$75.00 |
| 2280 Barrington Road | (847) 882-3312 | | |
| Hoffman Estates, IL 60195 | (800) 531-5900 | | |
| Nearest Airport: O'Hare - 15 Miles | (847) 882-5960 (FAX) | | |
| Courtesy Trans: 5 Mile Radius | Amtrak: Barrington - 8 Miles | Restaurant: Nearby | |
| Fitness: Yes | Breakfast: Continental | Meeting Cap.: 40 | |
| Website: www.lq.com | Pool: Outdoor | No. of Rooms: 130 | |
| | Internet: Complimentary | | |

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|---|----------------------------------|------------------------|----------------|
| <u>Quality Inn Chicago/Hoffman Estates</u> | | Rates: Standard | \$69.99 |
| 2075 Barrington Road | (847) 884-6400 | | |
| Hoffman Estates, IL 60195 | (847) 882-9145 (FAX) | | |
| Nearest Airport: O'Hare - 14 Miles | Amtrak: Union Station - 25 Miles | Restaurant: Adjacent | |
| Courtesy Trans: N/A | Breakfast: Full | Meeting Cap.: 30 | |
| Fitness: Yes | Pool: None | No. of Rooms: 96 | |
| Website: www.qualityinn.com | Internet: Complimentary | | |

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|---|-------------------------|------------------------|----------------|
| <u>Red Roof Inn Chicago Hoffman Estates</u> | | Rates: Standard | \$44.99 |
| 2500 Hassell Road | (847) 885-7877 | | |
| Hoffman Estates, IL 60169 | (800) REDROOF | | |
| Nearest Airport: O'Hare - 13 Miles | (847) 885-8616 (FAX) | | |
| Courtesy Trans: N/A | Amtrak: N/A | Restaurant: Nearby | |
| Fitness: No | Breakfast: None | Meeting Cap.: N/A | |
| Website: www.redroof.com | Pool: None | No. of Rooms: 119 | |
| | Internet: Complimentary | | |

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| <u>Extended Stay America Chicago - Itasca</u> | | Rates: Standard \$59.99 |
| 1181 North Rohlwing Road Itasca, IL 60143 | (630) 250-1111 (800) EXTSTAY (630) 250-0055 (FAX) | |
| Nearest Airport: O'Hare - 20 Miles | Amtrak: Union Station - 25 Miles | Restaurant: Nearby |
| Courtesy Trans: N/A | Breakfast: Continental | Meeting Cap.: N/A |
| Fitness: No | Pool: None | No. of Rooms: 125 |
| Website: www.extendedstayamerica.com | Internet: Complimentary | |

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| <u>Clarion Hotel Joliet Banquet & Convention Center</u> | | Rates: Standard \$80.00 |
| 411 South Larkin Avenue Joliet, IL 60436 | (815) 729-2000 (815) 729-4231 (FAX) | |
| Nearest Airport: Midway - 45 Miles | Amtrak: Joliet - 3 miles | Restaurant: On Site |
| Courtesy Trans: N/A | Breakfast: None | Meeting Cap.: 800 |
| Fitness: Yes | Pool: Outdoor | No. of Rooms: 200 |
| Website: www.clarionhotel.com/il472 | Internet: Complimentary | |

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| <u>Comfort Inn North</u> | | Rates: Standard \$80.00 |
| 3235 Norman Avenue Joliet, IL 60436 | (815) 436-5141 (800) 228-5150 (815) 436-5141 (FAX) | |
| Nearest Airport: Midway - 30 Miles | Amtrak: Joliet - 5 Miles | Restaurant: Nearby |
| Courtesy Trans: Local Area | Breakfast: Continental | Meeting Cap.: N/A |
| Fitness: No | Pool: Indoor | No. of Rooms: 60 |
| Website: www.comfortinn.com | Internet: Complimentary | |

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|---|--|---------------------------------------|
| <u>Fairfield Inn North</u> | | Rates: Standard \$80.00 |
| 3239 Norman Avenue Joliet, IL 60435 | (815) 436-6577 (800) 228-2800 (815) 436-6577 (FAX) | |
| Nearest Airport: Midway - 30 Miles | Amtrak: Joliet - 15 Miles | Restaurant: Nearby |
| Courtesy Trans: None | Breakfast: Continental | Meeting Cap.: N/A |
| Fitness: No | Pool: Indoor | No. of Rooms: 64 |
| Website: www.tmihospitality.com | Internet: Complimentary | |

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| <u>Fairfield Inn South</u> | | Rates: Standard \$80.00 |
| 1501 Riverboat Center Joliet, IL 60431 | (815) 741-3499 (800) 228-2800 (815) 741-3499 (FAX) | |
| Nearest Airport: Midway - 32 Miles | Amtrak: Joliet - 6 Miles | Restaurant: Adjacent |
| Courtesy Trans: Local Area | Breakfast: Continental | Meeting Cap.: 30 |
| Fitness: No | Pool: Indoor | No. of Rooms: 64 |
| Website: www.fairfieldinn.com | Internet: Complimentary | |

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| <u>Red Roof Inn</u> | | Rates: Standard | \$54.99 |
| 1750 McDonough Street Joliet, IL 60436 Nearest Airport: Midway - 40 Miles Courtesy Trans: N/A Fitness: No Website: www.redroof.com | (815) 741-2304 (800) REDROOF (815) 741-2330 (FAX) Amtrak: Joliet - 3 Miles Breakfast: None Pool: None Internet: Complimentary | Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 108 | |

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| Cook County | Tax Rate: 10% | Lansing |
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|---|--|--|----------------|
| <u>Extended Stay America Chicago - Lansing</u> | | Rates: Standard | \$59.99 |
| 2520 173rd Street Lansing, IL 60438 Nearest Airport: Midway - 23 Miles Courtesy Trans: N/A Fitness: No Website: www.extendedstayamerica.com | (708) 895-6402 (800) EXTSTAY (708) 895-9259 (FAX) Amtrak: Homewood - 6 Miles Breakfast: Continental Pool: None Internet: Complimentary | Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 122 | |

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| <u>Holiday Inn Express & Suites</u> | | Rates: Standard | \$129.99 |
| 2323 172nd Street Lansing, IL 60438 Nearest Airport: Midway - 23 Miles Courtesy Trans: N/A Fitness: Yes Website: www.hiexpress.com/lansingil | (708) 418-1188 (888) HOLIDAY (708) 418-3811 (FAX) Amtrak: Homewood - 7 Miles Breakfast: Full Pool: Indoor Internet: Complimentary | Restaurant: Nearby Meeting Cap.: 85/50 No. of Rooms: 80 | |

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|---|---|--|----------------|
| <u>Red Roof Inn Chicago Lansing</u> | | Rates: Standard | \$44.99 |
| 2450 173rd Street Lansing, IL 60438 Nearest Airport: Midway - 30 Miles Courtesy Trans: N/A Fitness: No Website: www.redroof.com | (708) 895-9570 (800) REDROOF (708) 895-7686 (FAX) Amtrak: Homewood - 6.5 Miles Breakfast: None Pool: None Internet: Complimentary | Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 108 | |

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| DuPage County | Tax Rate: 11% | Lisle |
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| <u>Extended Stay America Chicago - Lisle</u> | | Rates: Standard | \$74.99 |
| 445 Warrenville Road Lisle, IL 60532 Nearest Airport: O'Hare - 30 Miles Courtesy Trans: N/A Fitness: No Website: www.extendedstayamerica.com | (630) 434-7710 (800) EXTSTAY (630) 434-7756 (FAX) Amtrak: Naperville - 4 Miles Breakfast: Continental Pool: None Internet: Complimentary | Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 98 | |

Comfort Suites Lombard

530 West North Avenue
Lombard, IL 60148
Nearest Airport: O'Hare - 15 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.comfortsuites.com

(630) 268-1300
(800) 228-5150
(630) 268-1400 (FAX)
Amtrak: N/A
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard** **\$79.99**

Restaurant: Nearby
Meeting Cap.: 50
No. of Rooms: 66

Extended Stay America Chicago - Lombard

260 East 22nd Street
Lombard, IL 60148
Nearest Airport: O'Hare - 20 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.extendedstayamerica.com

(630) 424-1000
(800) EXTSTAY
(630) 424-1880 (FAX)
Amtrak: Union Station - 21 Miles
Breakfast: Continental
Pool: None
Internet: Complimentary

Rates: **Standard** **\$79.99**

Restaurant: Nearby
Meeting Cap.: N/A
No. of Rooms: 98

Extended Stay America Chicago - Lombard

2701 Technology Drive
Lombard, IL 60148
Nearest Airport: O'Hare - 18 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.extendedstayamerica.com

(630) 428-0202
(800) EXTSTAY
(630) 928-0505 (FAX)
Amtrak: Union Station - 20 Miles
Breakfast: Continental
Pool: None
Internet: Complimentary

Rates: **Standard** **\$75.99**

Restaurant: Nearby
Meeting Cap.: N/A
No. of Rooms: 136

Stay Inn

222 East 22nd Street
Lombard, IL 60148
Nearest Airport: O'Hare - 17 Miles
Courtesy Trans: 5 Mile Radius
Fitness: Yes
Website: www.stayinnlombard.com

(630) 916-9000
(630) 916-8016 (FAX)
Amtrak: Chicago - 20 Miles
Breakfast: Buffet
Pool: None
Internet: Complimentary

Rates: **Standard** **\$69.00**

Restaurant: Adjacent
Meeting Cap.: 30/25
No. of Rooms: 128

Country Inn & Suites by Carlson

950 Lake Superior Drive
Matteson, IL 60443
Nearest Airport: Midway - 22 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.countryinns.com

(708) 748-4740
(800) 830-5222
(708) 748-4916 (FAX)
Amtrak: Homewood - 5 Miles
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard** **\$89.99**

Restaurant: Adjacent
Meeting Cap.: 40/24
No. of Rooms: 84

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| <u>Holiday Inn Chicago Matteson</u> | | Rates: Standard | \$90.00 |
| 500 Holiday Plaza Drive Matteson, IL 60443 Nearest Airport: Midway - 16 Miles Courtesy Trans: 5 Mile Radius Fitness: Yes Website: www.himatteson.com | (708) 747-3500 (800) HOLIDAY (708) 898-2807 (FAX) Amtrak: Matteson - 1.5 Miles Breakfast: Full Pool: Indoor Internet: Complimentary | Restaurant: On Site Meeting Cap.: 900/550 No. of Rooms: 202 | |

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|----------------------|------------------------|-------------------|
| DuPage County | Tax Rate: 10.4% | Naperville |
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| <u>Best Western Naperville Inn</u> | | Rates: Standard | \$69.00 |
| 1617 Naperville Road Naperville, IL 60563 Nearest Airport: O'Hare - 23 Miles Courtesy Trans: N/A Fitness: Yes Website: www.bestwestern.com/napervilleinn | (630) 505-0200 (800) WESTERN (630) 505-4291 (FAX) Amtrak: Naperville - 2.5 Miles Breakfast: Continental Pool: None Internet: Complimentary | Restaurant: Nearby Meeting Cap.: 10 No. of Rooms: 103 | |

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| <u>Country Inn & Suites by Carlson Naperville</u> | | Rates: Standard | 80 |
| 1837 Centre Point Circle Naperville, IL 60563 Nearest Airport: O'Hare - 25 Miles Courtesy Trans: 10 Mile Radius Fitness: Yes Website: www.countryinns.com | (630) 505-3353 (800) 456-4000 (630) 505-0176 (FAX) Amtrak: Naperville - 2 Miles Breakfast: Full Pool: Indoor Internet: Complimentary | Restaurant: On Site Meeting Cap.: 160/110 No. of Rooms: 143 | |

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| <u>Courtyard by Marriott</u> | | Rates: Standard | \$80.00 |
| 1155 East Diehl Road Naperville, IL 60563 Nearest Airport: Midway - 25 Miles Courtesy Trans: 3 Mile Radius Fitness: Yes Website: www.marriott.com/chinp | (630) 505-0550 (800) 321-2211 (630) 505-8337 (FAX) Amtrak: Naperville - 3 Miles Breakfast: None Pool: Indoor Internet: Complimentary | Restaurant: On Site Meeting Cap.: 40/27 No. of Rooms: 147 | |

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|---|--|--|----------------|
| <u>Extended Stay America Chicago - Naperville</u> | | Rates: Standard | \$75.99 |
| 1827 Centre Point Circle Naperville, IL 60563 Nearest Airport: O'Hare - 22 Miles Courtesy Trans: N/A Fitness: No Website: www.extendedstayamerica.com | (630) 577-0200 (800) EXTSTAY (630) 577-0260 (FAX) Amtrak: Naperville - 2 Miles Breakfast: Continental Pool: None Internet: Complimentary | Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 137 | |

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|---|--|--|----------------|
| <u>Extended Stay America Chicago - Naperville</u> | | Rates: Standard | \$75.99 |
| 1575 Bond Street Naperville, IL 60563 Nearest Airport: O'Hare - 35 Miles Courtesy Trans: N/A Fitness: No Website: www.extendedstayamerica.com | (630) 983-0000 (800) EXTSTAY (630) 983-8088 (FAX) Amtrak: Naperville - 4 Miles Breakfast: Continental Pool: None Internet: Complimentary | Restaurant: Adjacent Meeting Cap.: N/A No. of Rooms: 125 | |

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|---|---|------------------------|--|
| <u>Red Roof Inn</u> | | Rates: Standard | \$59.99 |
| 1698 West Diehl Road Naperville, IL 60563 Nearest Airport: O'Hare - 30 Miles Courtesy Trans: N/A Fitness: No Website: www.redroof.com | (630) 369-2500 (800) REDROOF (630) 369-9987 (FAX) Amtrak: Naperville - 4 Miles Breakfast: None Pool: None Internet: Complimentary | | Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 117 |

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|--------------------|----------------------|-------------------|
| Cook County | Tax Rate: 11% | Northbrook |
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|---|---|------------------------|---|
| <u>Hilton Chicago Northbrook</u> | | Rates: Standard | \$129.00 |
| 2855 North Milwaukee Avenue Northbrook, IL 60062 Nearest Airport: O'Hare - 12 Miles Courtesy Trans: 5 Mile Radius Fitness: Yes Website: www.chicagonorthbrook.hilton.com | (847) 480-7500 (800) 328-6516 (847) 480-0827 (FAX) Amtrak: Glenview - 5 Miles Breakfast: None Pool: Indoor Internet: \$9.95/Day | | Restaurant: On Site Meeting Cap.: 900/550 No. of Rooms: 248 |

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| DuPage County | Tax Rate: 9% | Oak Brook |
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|---|--|------------------------|---|
| <u>Doubletree Hotel Chicago Oak Brook</u> | | Rates: Standard | \$80.00 |
| 1909 Spring Road Oak Brook, IL 60523 Nearest Airport: O'Hare - 16 Miles Courtesy Trans: 5 Mile Radius Fitness: Yes Website: www.chicagooakbrook.doubletree.com | (630) 472-6000 (800) 222TREE (630) 833-7037 (FAX) Amtrak: Naperville - 12 Miles Breakfast: None Pool: Indoor Internet: Complimentary | | Restaurant: On Site Meeting Cap.: 900/450 No. of Rooms: 427 |

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|--|---|------------------------|---|
| <u>Hilton Chicago - Oak Brook Hills Resort</u> | | Rates: Standard | \$80.00 |
| 3500 Midwest Road Oak Brook, IL 60523 Nearest Airport: O'Hare - 17 Miles Courtesy Trans: 5 Mile Radius Fitness: Yes Website: www.chicagooakbrookhills.hilton.com | (630) 850-5555 (800) HILTONS (630) 850-4119 (FAX) Amtrak: Westmont - 2 Miles Breakfast: None Pool: Indoor/Outdoor Internet: Complimentary | | Restaurant: On Site Meeting Cap.: 450 No. of Rooms: 386 |

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|--------------------|----------------------|-----------------|
| Cook County | Tax Rate: 14% | Oak Lawn |
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|--|--|------------------------|---|
| <u>Hilton Oak Lawn</u> | | Rates: Standard | \$132.00 |
| 9333 South Cicero Oak Lawn, IL 60453 Nearest Airport: Midway - 4 Miles Courtesy Trans: Midway/Local Area Fitness: Yes Website: www.oaklawnhilton.com | (708) 425-7800 (800) HILTONS (708) 425-1665 (FAX) Amtrak: N/A Breakfast: None Pool: Indoor Internet: Complimentary | | Restaurant: On Site Meeting Cap.: 700/450 No. of Rooms: 184 |

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|---|-------------------------|---------------------------------|
| <u>Carleton of Oak Park</u> | | Rates: Standard \$132.00 |
| 1110 Pleasant Street | (708) 848-5000 | |
| Oak Park, IL 60302 | (888) CARLETON | |
| Nearest Airport: Midway - 10 Miles | (708) 848-0537 (FAX) | |
| Courtesy Trans: N/A | Amtrak: N/A | Restaurant: On Site |
| Fitness: No | Breakfast: None | Meeting Cap.: 200/130 |
| Website: www.carletonhotel.com | Pool: None | No. of Rooms: 154 |
| | Internet: Complimentary | |

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|---|-------------------------|--------------------------------|
| <u>Comfort Suites</u> | | Rates: Standard \$80.00 |
| 17W445 Roosevelt Road | (630) 916-1000 | |
| Oakbrook Terrace, IL 60181 | (800) 424-6423 | |
| Nearest Airport: O'Hare - 14 Miles | (630) 916-1068 (FAX) | |
| Courtesy Trans: N/A | Amtrak: N/A | Restaurant: Adjacent |
| Fitness: Yes | Breakfast: Full | Meeting Cap.: 50/36 |
| Website: www.csobtc.com | Pool: Indoor | No. of Rooms: 103 |
| | Internet: Complimentary | |

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|---|----------------------------|--------------------------------|
| <u>La Quinta Inn Chicago Oakbrook Terrace</u> | | Rates: Standard \$79.00 |
| 1 South 666 Midwest Road | (630) 495-4600 | |
| Oakbrook Terrace, IL 60181 | (800) 531-5900 | |
| Nearest Airport: O'Hare - 10 Miles | (630) 495-2558 (FAX) | |
| Courtesy Trans: 5 Mile Radius | Amtrak: LaGrange - 6 Miles | Restaurant: Nearby |
| Fitness: Yes | Breakfast: Continental | Meeting Cap.: 25 |
| Website: www.lq.com/0584 | Pool: Outdoor | No. of Rooms: 150 |
| | Internet: Complimentary | |

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|---|----------------------------|--------------------------------|
| <u>Country Inn & Suites</u> | | Rates: Standard \$75.00 |
| 600 North Milwaukee Avenue | (847) 419-3600 | |
| Prospect Heights, IL 60070 | (800) 830-5222 | |
| Nearest Airport: O'Hare - 11 Miles | (847) 419-3601 (FAX) | |
| Courtesy Trans: 5 Mile Radius | Amtrak: Glenview - 5 Miles | Restaurant: On Site |
| Fitness: Yes | Breakfast: Full | Meeting Cap.: 200 |
| Website: www.countryinns.com | Pool: None | No. of Rooms: 108 |
| | Internet: Complimentary | |

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|---|-----------------------------|--------------------------------|
| <u>Extended Stay America</u> | | Rates: Standard \$59.99 |
| 2400 Golf Road | (847) 357-1000 | |
| Rolling Meadows, IL 60008 | (800) 398-7829 | |
| Nearest Airport: O'Hare - 12 Miles | (847) 357-8000 (FAX) | |
| Courtesy Trans: N/A | Amtrak: Glenview - 20 Miles | Restaurant: Nearby |
| Fitness: No | Breakfast: Continental | Meeting Cap.: N/A |
| Website: www.extendedstayamerica.com | Pool: None | No. of Rooms: 125 |
| | Internet: Complimentary | |

Country Inn & Suites Romeoville

1265 Lakeview Drive
 Romeoville, IL 60446
 Nearest Airport: Midway - 22 Miles
 Courtesy Trans: 5 Mile Radius
 Fitness: Yes
 Website: www.countryinns.com

(630) 378-1052
 (800) 830-5222
 (630) 378-1053 (FAX)
 Amtrak: Joliet - 8 Miles
 Breakfast: Full
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard** **\$80.00**

Restaurant: Nearby
 Meeting Cap.: 35
 No. of Rooms: 84

Extended Stay America

1225 Lakeview Drive
 Romeoville, IL 60046
 Nearest Airport: Midway - 25 Miles
 Courtesy Trans: N/A
 Fitness: No
 Website: www.extendedstayamerica.com

(630) 226-8966
 (800) EXTSTAY
 (630) 226-8967 (FAX)
 Amtrak: Joliet - 8 Miles
 Breakfast: None
 Pool: None
 Internet: Complimentary

Rates: **Standard** **\$75.99**

Restaurant: Nearby
 Meeting Cap.: N/A
 No. of Rooms: 101

Comfort Suites Schaumburg

1100 East Higgins Road
 Schaumburg, IL 60173
 Nearest Airport: O'Hare - 13 Miles
 Courtesy Trans: 5 Mile Radius
 Fitness: Yes
 Website: www.comfortschaumburg.com

(847) 330-0133
 (800) 4-CHOICE
 (847) 330-0093 (FAX)
 Amtrak: 27 Miles
 Breakfast: Full
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard** **\$85.00**

Restaurant: Adjacent
 Meeting Cap.: 60/36
 No. of Rooms: 96

Country Inn & Suites by Carlson Schaumburg

1401 North Roselle Road
 Schaumburg, IL 60195
 Nearest Airport: O'Hare - 15 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.countryinns.com/schaumburgil-south

(847) 839-1010
 (800) 830-5222
 (847) 839-1212 (FAX)
 Amtrak: Glenview - 16 Miles
 Breakfast: Full
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard** **\$99.00**

Restaurant: Nearby
 Meeting Cap.: N/A
 No. of Rooms: 73

Extended Stay America

2000 North Roselle Road
 Schaumburg, IL 60195
 Nearest Airport: O'Hare - 14 Miles
 Courtesy Trans: N/A
 Fitness: No
 Website: www.extendedstayamerica.com

(847) 882-7011
 (800) EXTSTAY
 (847) 882-4322 (FAX)
 Amtrak: Glenview - 22 Miles
 Breakfast: Continental
 Pool: None
 Internet: Complimentary

Rates: **Standard** **\$80.99**

Restaurant: Nearby
 Meeting Cap.: N/A
 No. of Rooms: 128

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| <u>Extended Stay America</u> | | Rates: Standard | \$86.99 |
| 1200 American Lane Schaumburg, IL 60173 Nearest Airport: O'Hare - 12 Miles Courtesy Trans: N/A Fitness: No Website: www.extendedstayamerica.com | (847) 517-7255 (800) EXTSTAY (847) 517-7230 (FAX) Amtrak: Glenview - 20 Miles Breakfast: Continental Pool: None Internet: Complimentary | Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 104 | |

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|---|--|---|----------------|
| <u>Extended Stay America Chicago - Schaumburg</u> | | Rates: Standard | \$84.99 |
| 51 East State Parkway Schaumburg, IL 60195 Nearest Airport: O'Hare - 12 Miles Courtesy Trans: Local Area Fitness: No Website: www.extendedstayamerica.com | (847) 882-6900 (800) EXTSTAY (847) 882-6925 (FAX) Amtrak: Arlington Hgts - 5 Miles Breakfast: Continental Pool: None Internet: Complimentary | Restaurant: Nearby Meeting Cap.: 20 No. of Rooms: 136 | |

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|---|---|--|-----------------|
| <u>Holiday Inn Express Schaumburg</u> | | Rates: Standard | \$104.00 |
| 1550 North Roselle Road Schaumburg, IL 60195 Nearest Airport: O'Hare - 14 Miles Courtesy Trans: 5 Mile Radius Fitness: Yes Website: www.holidayinn.com | (847) 310-0500 (800) HOLIDAY (847) 310-0579 (FAX) Amtrak: Naperville - 29 Miles Breakfast: Full Pool: Outdoor Internet: Complimentary | Restaurant: Adjacent Meeting Cap.: 25/18 No. of Rooms: 143 | |

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|---|--|--|-----------------|
| <u>Hyatt House Chicago/Schaumburg</u> | | Rates: Standard | \$132.00 |
| 1251 East American Lane Schaumburg, IL 60173 Nearest Airport: O'Hare - 17 Miles Courtesy Trans: 5 Mile Radius Fitness: Yes Website: www.schaumburg.house.hyatt.com | (847) 706-9007 (800) 891-3885 (847) 706-9007 (FAX) Amtrak: Union Station - 27 Miles Breakfast: Full Pool: Indoor Internet: Complimentary | Restaurant: Nearby Meeting Cap.: 50/30 No. of Rooms: 134 | |

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|--|---|---|----------------|
| <u>LaQuinta Inn Chicago Schaumburg</u> | | Rates: Standard | \$79.00 |
| 1730 East Higgins Road Schaumburg, IL 60173 Nearest Airport: O'Hare - 11 Miles Courtesy Trans: 5 Mile Radius Fitness: Yes Website: www.lq.com | (847) 517-8484 (800) 531-5900 (847) 517-4477 (FAX) Amtrak: N/A Breakfast: Continental Pool: Outdoor Internet: Complimentary | Restaurant: Nearby Meeting Cap.: 30 No. of Rooms: 126 | |

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|---|---|--|----------------|
| <u>Quality Inn</u> | | Rates: Standard | \$89.00 |
| 600 North Martingale Road Schaumburg, IL 60173 Nearest Airport: O'Hare - 13 Miles Courtesy Trans: N/A Fitness: Yes Website: www.qualityinn.com/hotel-schaumburg-ll | (847) 517-7737 (800) 424-6423 (847) 995-0400 (FAX) Amtrak: Glenview - 16 Miles Breakfast: Full Pool: Indoor Internet: Complimentary | Restaurant: Adjacent Meeting Cap.: 60/30 No. of Rooms: 124 | |

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| <u>Wyndham Garden</u> | | Rates: Standard | \$99.00 |
| 1725 East Algonquin Road Schaumburg, IL 60173 Nearest Airport: O'Hare - 13 Miles Courtesy Trans: Train Station Fitness: Yes Website: www.wyndham.com | (847) 397-1500 (800) 780-7234 (847) 466-1589 (FAX) Amtrak: N/A Breakfast: Full Pool: Outdoor Internet: Complimentary | Restaurant: On Site Meeting Cap.: 350 No. of Rooms: 200 | |

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|--------------------|------------------------|---------------|
| Cook County | Tax Rate: 13.5% | Skokie |
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|---|---|---|-----------------|
| <u>DoubleTree by Hilton Chicago North Shore</u> | | Rates: Standard | \$132.00 |
| 9599 Skokie Boulevard Skokie, IL 60077 Nearest Airport: O'Hare - 12 Miles Courtesy Trans: 5 Mile Radius Fitness: Yes Website: www.skokieillinoisihotel.com | (847) 679-7000 (800) 222TREE (847) 679-0810 (FAX) Amtrak: Glenview - 4 Miles Breakfast: None Pool: Indoor/Outdoor Internet: Complimentary | Restaurant: On Site Meeting Cap.: 500/225 No. of Rooms: 369 | |

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| <u>Extended Stay America</u> | | Rates: Standard | \$94.99 |
| 5211 Old Orchard Road Skokie, IL 60077 Nearest Airport: O'Hare - 20 Miles Courtesy Trans: N/A Fitness: No Website: www.extendedstayamerica.com | (847) 663-9031 (800) EXTSTAY (847) 663-9032 (FAX) Amtrak: Glenview - 5 Miles Breakfast: Continental Pool: None Internet: Complimentary | Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 140 | |

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| <u>Hampton Inn & Suites</u> | | Rates: Standard | \$132.00 |
| 5201 Old Orchard Road Skokie, IL 60077 Nearest Airport: O'Hare - 13 Miles Courtesy Trans: Local Area Fitness: Yes Website: www.northshoresuites.hamptoninn.com | (847) 583-1111 (800) HAMPTON (847) 583-0300 (FAX) Amtrak: Glenview - 3 Miles Breakfast: Full Pool: Indoor Internet: Complimentary | Restaurant: On Site Meeting Cap.: 80/60 No. of Rooms: 225 | |

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| Kane County | Tax Rate: 11% | St. Charles |
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| <u>Country Inn & Suites by Carlson</u> | | Rates: Standard | \$80.00 |
| 155 38th Avenue St. Charles, IL 60174 Nearest Airport: DuPage - 1 Mile Courtesy Trans: N/A Fitness: Yes Website: www.countryinns.com/stcharlesil | (630) 587-6564 (800) 456-4000 (630) 587-6568 (FAX) Amtrak: West Chicago - 6 Miles Breakfast: Full Pool: Indoor Internet: Complimentary | Restaurant: Nearby Meeting Cap.: 45/30 No. of Rooms: 84 | |

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|---|-------------------------------|------------------------|----------------|
| <u>Fairfield Inn & Suites</u> | | Rates: Standard | \$80.00 |
| 2096 Bricher Road | (630) 845-5500 | | |
| St. Charles, IL 60174 | (800) 228-2800 | | |
| Nearest Airport: O'Hare - 45 Miles | (630) 845-5600 (FAX) | Restaurant: Adjacent | |
| Courtesy Trans: N/A | Amtrak: Naperville - 15 Miles | Meeting Cap.: 10 | |
| Fitness: Yes | Breakfast: Full | No. of Rooms: 92 | |
| Website: www.fairfieldsuitesstcharles.com | Pool: Indoor | | |
| | Internet: Complimentary | | |

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|---|--------------------------------|------------------------|----------------|
| <u>Hilton Garden Inn St. Charles Chicago</u> | | Rates: Standard | \$80.00 |
| 4070 East Main Street | (630) 584-0700 | | |
| St. Charles, IL 60174 | (877) STAYHGI | | |
| Nearest Airport: O'Hare - 35 Miles | (630) 762-9152 (FAX) | Restaurant: On Site | |
| Courtesy Trans: N/A | Amtrak: West Chicago - 6 Miles | Meeting Cap.: 420/300 | |
| Fitness: Yes | Breakfast: None | No. of Rooms: 120 | |
| Website: www.stcharles.gardeninn.com | Pool: Indoor | | |
| | Internet: Complimentary | | |

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| Will County | Tax Rate: 12% | Tinley Park |
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|---|--------------------------|------------------------|----------------|
| <u>Country Inn & Suites Tinley Park</u> | | Rates: Standard | \$80.00 |
| 18315 South LaGrange Road | (708) 560-9300 | | |
| Tinley Park, IL 60487 | (866) 505-4997 | | |
| Nearest Airport: Midway - 18 Miles | (708) 560-9800 (FAX) | Restaurant: Nearby | |
| Courtesy Trans: 3 Mile Radius | Amtrak: Joliet - 5 Miles | Meeting Cap.: N/A | |
| Fitness: Yes | Breakfast: Full | No. of Rooms: 99 | |
| Website: www.countryinns.com/tinleyparkil | Pool: Indoor | | |
| | Internet: Complimentary | | |

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|---|----------------------------|------------------------|----------------|
| <u>Wingate by Wyndham Tinley Park</u> | | Rates: Standard | \$80.00 |
| 18421 North Creek Drive | (708) 532-9300 | | |
| Tinley Park, IL 60477 | (800) 337-0077 | | |
| Nearest Airport: Midway - 17 Miles | (708) 614-9222 (FAX) | Restaurant: Nearby | |
| Courtesy Trans: N/A | Amtrak: Homewood - 6 Miles | Meeting Cap.: 60/50 | |
| Fitness: Yes | Breakfast: Full | No. of Rooms: 86 | |
| Website: www.wingatehotels.com | Pool: Indoor | | |
| | Internet: Complimentary | | |

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| Lake County | Tax Rate: 11% | Vernon Hills |
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|---|--------------------------------|------------------------|----------------|
| <u>Extended Stay America</u> | | Rates: Standard | \$79.99 |
| 675 Woodlands Parkway | (847) 955-1111 | | |
| Vernon Hills, IL 60061 | (800) 782-9473 | | |
| Nearest Airport: O'Hare - 20 Miles | (847) 955-0446 (FAX) | Restaurant: Nearby | |
| Courtesy Trans: N/A | Amtrak: Libertyville - 5 Miles | Meeting Cap.: N/A | |
| Fitness: No | Breakfast: Continental | No. of Rooms: 124 | |
| Website: www.extendedstayamerica.com | Pool: None | | |
| | Internet: Complimentary | | |

Hilton Garden Inn

28351 Dodge Drive
 Warrenville, IL 60555
 Nearest Airport: O'Hare - 25 Miles
 Courtesy Trans: 5 Mile Radius
 Fitness: Yes
 Website: www.napervillewarrenville.hgi.com

(630) 393-3223
 (888) 253-1628
 (630) 393-1277 (FAX)
 Amtrak: Naperville - 5 Miles
 Breakfast: None
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard** **\$80.00**

Restaurant: On Site
 Meeting Cap.: 100/63
 No. of Rooms: 135

Residence Inn by Marriott

28500 Bella Vista Parkway
 Warrenville, IL 60555
 Nearest Airport: O'Hare - 35 Miles
 Courtesy Trans: 5 Mile Radius
 Fitness: Yes
 Website: www.Marriott.com/chinv

(630) 393-3444
 (800) 331-3131
 (630) 393-0893 (FAX)
 Amtrak: Naperville - 5 Miles
 Breakfast: Full
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard** **\$80.00**

Restaurant: Nearby
 Meeting Cap.: 36/45
 No. of Rooms: 130

Crossland

1177 South Northpoint Boulevard
 Waukegan, IL 60085
 Nearest Airport: O'Hare - 25 Miles
 Courtesy Trans: N/A
 Fitness: No
 Website: www.extendedstayamerica.com

(847) 688-0402
 (800) 398-7829
 (847) 688-0403 (FAX)
 Amtrak: Glenview - 20 Miles
 Breakfast: Continental
 Pool: None
 Internet: Complimentary

Rates: **Standard** **\$64.99**

Restaurant: Nearby
 Meeting Cap.: N/A
 No. of Rooms: 128

Courtyard West Dundee

2175 Marriott Drive
 West Dundee, IL 60118
 Nearest Airport: O'Hare - 25 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.marriott.com

(847) 429-0300
 (800) 321-2211
 (847) 429-0400 (FAX)
 Amtrak: Naperville - 27 Miles
 Breakfast: Continental
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard** **\$80.00**

Restaurant: Adjacent
 Meeting Cap.: 40/25
 No. of Rooms: 126

TownePlace Suites West Dundee

2185 Marriott Drive
 West Dundee, IL 60118
 Nearest Airport: O'Hare - 25 Miles
 Courtesy Trans: 8 Mile Radius
 Fitness: Yes
 Website: www.marriott.com

(847) 608-6320
 (800) 257-3000
 (847) 608-6319 (FAX)
 Amtrak: Naperville - 27 Miles
 Breakfast: Continental
 Pool: Outdoor
 Internet: Complimentary

Rates: **Standard** **\$80.00**

Restaurant: Nearby
 Meeting Cap.: N/A
 No. of Rooms: 143

Dupage County**Tax Rate: 11%****Westmont****Extended Stay America Chicago - Westmont**Rates: **Standard \$79.99**

855 Pasquinelli Drive
 Westmont, IL 60559
 Nearest Airport: O'Hare - 20 Miles
 Courtesy Trans: N/A
 Fitness: No
 Website: www.extendedstayamerica.com

(630) 323-9292
 (888) EXTSTAY
 (630) 323-9536 (FAX)
 Amtrak: Westmont - 3 Miles
 Breakfast: None
 Pool: None
 Internet: Complimentary

Restaurant: Nearby
 Meeting Cap.: N/A
 No. of Rooms: 140

DuPage County**Tax Rate: 7%****Willowbrook****Holiday Inn Willowbrook**Rates: **Standard \$80.00**

7800 South Kingery Highway
 Willowbrook, IL 60527
 Nearest Airport: Midway - 15 Miles
 Courtesy Trans: 10 Mile Radius
 Fitness: Yes
 Website: www.willowbrookhinsdale.com

(630) 325-6400
 (800) HOLIDAY
 (630) 325-2362 (FAX)
 Amtrak: 15 Miles
 Breakfast: None
 Pool: Outdoor
 Internet: Complimentary

Restaurant: On Site
 Meeting Cap.: 500/300
 No. of Rooms: 190

Red Roof InnRates: **Standard \$59.99**

7535 Kingery Highway, Route 83
 Willowbrook, IL 60527
 Nearest Airport: Midway - 11 Miles
 Courtesy Trans: N/A
 Fitness: No
 Website: www.redroof.com

(630) 323-8811
 (800) REDROOF
 (630) 323-2714 (FAX)
 Amtrak: N/A
 Breakfast: Full
 Pool: None
 Internet: Complimentary

Restaurant: Nearby
 Meeting Cap.: N/A
 No. of Rooms: 109

Lake County**Tax Rate: 11%****Zion****Country Inn & Suites by Carlson**Rates: **Standard \$80.00**

1100 33rd Street
 Zion, IL 60099
 Nearest Airport: O'Hare - 38 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.countryinns.com/zionil

(847) 746-0101
 (800) 456-4000
 (847) 746-0202 (FAX)
 Amtrak: Glenview - 30 Miles
 Breakfast: Full
 Pool: Indoor
 Internet: Complimentary

Restaurant: Nearby
 Meeting Cap.: 12
 No. of Rooms: 66

CHICAGO MIDWAY AIRPORT**Cook County****Tax Rate: 16.25%****Bedford Park****Extended Stay America Chicago Midway**Rates: **Standard \$94.99**

7524 State Road
 Bedford Park, IL 60638
 Nearest Airport: Midway - 2 Miles
 Courtesy Trans: N/A
 Fitness: No
 Website: www.extendedstayamerica.com

(708) 496-8211
 (800) EXTSTAY
 (708) 496-8212 (FAX)
 Amtrak: Summit - 1 Mile
 Breakfast: Continental
 Pool: None
 Internet: Complimentary

Restaurant: Nearby
 Meeting Cap.: N/A
 No. of Rooms: 135

CHICAGO O'HARE INTERNATIONAL AIRPORT

Cook County

Tax Rate: 16.4%

Chicago

Springhill Suites Chicago O'Hare

Rates: **Standard Fed Rate**

8101 Higgins Road
Chicago, IL 60631

(773) 867-0000
(888) 287-9400
(773) 867-0001 (FAX)

Nearest Airport: O'Hare - 1 Mile

Amtrak: N/A

Restaurant: On Site

Courtesy Trans: O'Hare

Breakfast: Full

Meeting Cap.: 175/75

Fitness: Yes

Pool: Indoor

No. of Rooms: 245

Website: www.springhillsuiteschicago.com

Internet: Complimentary

Cook County

Tax Rate: 13%

Des Plaines

Comfort Inn O'Hare

Rates: **Standard \$119.00**

2175 East Touhy Avenue
Des Plaines, IL 60018

(847) 635-1300
(800) 4CHOICE
(847) 635-7572 (FAX)

Nearest Airport: O'Hare - 4 Miles

Amtrak: N/A

Restaurant: On Site

Courtesy Trans: Airport

Breakfast: Full

Meeting Cap.: 100/60

Fitness: Yes

Pool: None

No. of Rooms: 146

Website: www.ohare-comfortinn.com

Internet: Complimentary

Extended Stay America - O'Hare

Rates: **Standard \$86.99**

1201 East Touhy Avenue
Des Plaines, IL 60018

(847) 294-9693
(800) EXTSTAY
(847) 294-9684 (FAX)

Nearest Airport: O'Hare - 2 Miles

Amtrak: Glenview - 6 Miles

Restaurant: Nearby

Courtesy Trans: O'Hare

Breakfast: Continental

Meeting Cap.: N/A

Fitness: No

Pool: None

No. of Rooms: 122

Website: www.extendedstayamerica.com

Internet: Complimentary

Extended Stay America Chicago - O'Hare

Rates: **Standard \$86.99**

1207 East Touhy Avenue
Des Plaines, IL 60018

(847) 768-0395
(800) EXTSTAY
(847) 768-0335 (FAX)

Nearest Airport: O'Hare - 2 Miles

Amtrak: Union Station - 15 Miles

Restaurant: Nearby

Courtesy Trans: Local Area

Breakfast: Continental

Meeting Cap.: N/A

Fitness: Yes

Pool: None

No. of Rooms: 88

Website: www.extendedstayamerica.com

Internet: Complimentary

Radisson Hotel Chicago O'Hare

Rates: **Standard \$110.00**

1450 East Touhy Avenue
Des Plaines, IL 60018

(847) 296-8866
(800) 333-3333
(847) 296-8268 (FAX)

Nearest Airport: O'Hare - 2 Miles

Amtrak: Glenview - 6 Miles

Restaurant: On Site

Courtesy Trans: O'Hare

Breakfast: Full

Meeting Cap.: 150/90

Fitness: Yes

Pool: Outdoor

No. of Rooms: 245

Website: www.radisson.com/desplainesil

Internet: Complimentary

Aloft Chicago O'Hare

9700 Balmoral Avenue
Rosemont, IL 60018
Nearest Airport: O'Hare - 1.5 Miles
Courtesy Trans: 2 Mile Radius
Fitness: Yes
Website: www.alofthotels.com

(847) 671-4444
(877) GOALOFT
(847) 671-2061 (FAX)
Amtrak: Glenview - 6 Miles
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$132.00**

Restaurant: Nearby
Meeting Cap.: 50/35
No. of Rooms: 251

Embassy Suites

5500 North River Road
Rosemont, IL 60018
Nearest Airport: O'Hare - 2 miles
Courtesy Trans: O'Hare
Fitness: Yes
Website: www.embassyohare.com

(847) 678-4000
(800) EMBASSY
(847) 928-7659 (FAX)
Amtrak: N/A
Breakfast: Full
Pool: Indoor
Internet: \$12.95/Day

Rates: **Standard \$132.00**

Restaurant: On Site
Meeting Cap.: 725/400
No. of Rooms: 294

Holiday Inn & Suites O'Hare

10233 West Higgins Road
Rosemont, IL 60018
Nearest Airport: O'Hare - 1 Mile
Courtesy Trans: O'Hare/Local Area
Fitness: Yes
Website: www.holidayinn.com

(847) 954-8600
(800) 465-4329
(847) 954-8800 (FAX)
Amtrak: Glenview - 6 Miles
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard \$132.00**

Restaurant: On Site
Meeting Cap.: 140/100
No. of Rooms: 300

Holiday Inn Express & Suites O'Hare

6600 Mannheim Road
Rosemont, IL 60018
Nearest Airport: O'Hare - 1 Mile
Courtesy Trans: O'Hare
Fitness: Yes
Website: www.hieohare.com

(847) 544-7500
(877) 408-9681
(847) 544-7544 (FAX)
Amtrak: N/A
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$124.00**

Restaurant: Nearby
Meeting Cap.: 450/200
No. of Rooms: 274

Hyatt Regency O'Hare

9300 West Bryn Mawr Avenue
Rosemont, IL 60018
Nearest Airport: O'Hare - 2 Miles
Courtesy Trans: O'Hare
Fitness: Yes
Website: www.hyatt.com

(847) 696-1234
(800) 233-1234
(847) 698-0139 (FAX)
Amtrak: 15 Miles
Breakfast: None
Pool: None
Internet: \$9.95/Day

Rates: **Standard \$132.00**

Restaurant: On Site
Meeting Cap.: 5,200
No. of Rooms: 1100

Residence Inn by Marriott

7101 North Chestnut Street
Rosemont, IL 60018
Nearest Airport: O'Hare - 2.5 Miles
Courtesy Trans: 5 Mile Radius
Fitness: Yes
Website: www.marriott.com/chirt

(847) 375-9000
(847) 375-9010 (FAX)
Amtrak: N/A
Breakfast: Full
Pool: Outdoor
Internet: Complimentary

Rates: **Standard \$132.00**

Restaurant: Adjacent
Meeting Cap.: 50/36
No. of Rooms: 192

Comfort Suites O'Hare

4200 North River Road
Schiller Park, IL 60176
Nearest Airport: O'Hare - 2 Miles
Courtesy Trans: O'Hare
Fitness: Yes
Website: www.choicehotels.com

(847) 233-9000
(800) 4CHOICE
(847) 233-0842 (FAX)
Amtrak: Union Station - 18 Miles
Breakfast: Continental
Pool: None
Internet: Complimentary

Rates: **Standard** **\$82.00**

Restaurant: On Site
Meeting Cap.: 350
No. of Rooms: 160

Four Points Sheraton Chicago O'Hare

10249 West Irving Park Road
Schiller Park, IL 60176
Nearest Airport: O'Hare - 2 Miles
Courtesy Trans: O'Hare
Fitness: Yes
Website: www.fourpointsohare.com

(847) 671-6000
(800) 323-1239
(847) 671-7552 (FAX)
Amtrak: 1 Mile
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard** **\$132.00**

Restaurant: On Site
Meeting Cap.: 500/250
No. of Rooms: 294

DOWNSTATE ILLINOIS**Comfort Inn**

11 Crossroads Court
Alton, IL 62002
Nearest Airport: St. Louis - 30 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.comfortinn.com

(618) 465-9999
(800) 228-5150
(618) 465-0055 (FAX)
Amtrak: Alton - 0.5 Miles
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard** **\$70.00**

Restaurant: Adjacent
Meeting Cap.: N/A
No. of Rooms: 62

Baymont Inn & Suites

604 1/2 I.A.A. Drive
Bloomington, IL 61701
Nearest Airport: Bloomington - 7 miles
Courtesy Trans: Airport/Amtrak
Fitness: Yes
Website: www.baymontinns.com

(309) 662-2800
(877) 229-6668
(309) 662-2811 (FAX)
Amtrak: Normal - 4 Miles
Breakfast: Full
Pool: Outdoor
Internet: Complimentary

Rates: **Standard** **\$64.00**

Restaurant: Nearby
Meeting Cap.: 30
No. of Rooms: 103

Country Inn & Suites Bloomington Normal - Airport

2403 East Empire Street
Bloomington, IL 61704
Nearest Airport: Bloomington - 0.50 Miles
Courtesy Trans: Airport
Fitness: Yes
Website: www.countryinns.com/bloomingtonil_normal

(309) 662-3100
(800) 830-5222
(309) 662-3150 (FAX)
Amtrak: Normal - 5 Miles
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard** **\$70.00**

Restaurant: Nearby
Meeting Cap.: 35/20
No. of Rooms: 82

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|--|--|---|----------------|
| <u>Country Inn & Suites Bloomington Normal - West</u> | | Rates: Standard | \$70.00 |
| 923 Maple Hill Road Bloomington, IL 61701 Nearest Airport: Bloomington - 8 Miles Courtesy Trans: N/A Fitness: Yes Website: www.countryinns.com/bloomingtonil_west | (309) 828-7177 (800) 456-4000 (309) 828-4601 (FAX) Amtrak: Normal - 5 Miles Breakfast: Full Pool: Indoor Internet: Complimentary | Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 63 | |

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|--|--|---|----------------|
| <u>Days Inn Bloomington</u> | | Rates: Standard | \$65.00 |
| 1707 West Market Bloomington, IL 61701 Nearest Airport: Bloomington - 6 Miles Courtesy Trans: N/A Fitness: No Website: www.bloomingtonnormaldaysinn.com | (309) 829-6292 (800) 329-7466 (309) 829-6292 (FAX) Amtrak: 3 Miles Breakfast: Continental Pool: Indoor Internet: Complimentary | Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 57 | |

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|---|--|---|----------------|
| <u>Doubletree Hotel & Conference Center</u> | | Rates: Standard | \$70.00 |
| 10 Brickyard Drive Bloomington, IL 61701 Nearest Airport: Bloomington - 5 Miles Courtesy Trans: Airport/ Amtrak/Bus Station Fitness: Yes Website: www.bloomington.doubletree.com | (309) 664-6446 (800) 222TREE (309) 664-6135 (FAX) Amtrak: Normal - 8 Miles Breakfast: None Pool: Indoor Internet: \$9.95/Day | Restaurant: On Site Meeting Cap.: 905/530 No. of Rooms: 197 | |

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|---|--|--|----------------|
| <u>Eastland Suites</u> | | Rates: Standard | \$70.00 |
| 1801 Eastland Drive Bloomington, IL 61701 Nearest Airport: Bloomington - 2 Miles Courtesy Trans: Local Area Fitness: Yes Website: www.eastlandsuitesbloomington.com | (309) 662-0000 (309) 663-6668 (FAX) Amtrak: Normal - 5 Miles Breakfast: Full Pool: Indoor Internet: Complimentary | Restaurant: Nearby Meeting Cap.: 200 No. of Rooms: 112 | |

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|---|--|--|----------------|
| <u>Extended Stay America Bloomington - Normal</u> | | Rates: Standard | \$59.99 |
| 1805 South Veterans Parkway Bloomington, IL 61701 Nearest Airport: Bloomington - 4 Miles Courtesy Trans: N/A Fitness: No Website: www.extendedstayamerica.com | (309) 662-8533 (800) EXTSTAY (309) 662-4324 (FAX) Amtrak: Normal - 6 Miles Breakfast: Continental Pool: None Internet: Complimentary | Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 101 | |

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|--|---|--|----------------|
| <u>Holiday Inn Express & Suites</u> | | Rates: Standard | \$70.00 |
| 1715 Parkway Plaza Drive Normal, IL 61761 Nearest Airport: Bloomington - 3 Miles Courtesy Trans: N/A Fitness: Yes Website: www.holidayinnexpress.com | (309) 862-1600 (800) HOLIDAY (309) 862-1600 (FAX) Amtrak: Normal - 2 Miles Breakfast: Full Pool: Indoor Internet: Complimentary | Restaurant: Adjacent Meeting Cap.: 100/75 No. of Rooms: 86 | |

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|---|-------------------------------|------------------------|----------------|
| <u>Holiday Inn Express Bloomington West</u> | | Rates: Standard | \$70.00 |
| 1031 Wylie Drive | (309) 820-9990 | | |
| Bloomington, IL 61705 | (800) HOLIDAY | | |
| Nearest Airport: Bloomington - 15 Miles | (309) 820-1926 (FAX) | Restaurant: Nearby | |
| Courtesy Trans: N/A | Amtrak: Bloomington - 4 Miles | Meeting Cap.: 35/30 | |
| Fitness: Yes | Breakfast: Full | No. of Rooms: 81 | |
| Website: www.hiexpress.com/bloomington-w | Pool: Indoor | | |
| | Internet: Complimentary | | |

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|---|--------------------------|------------------------|----------------|
| <u>Motel 6</u> | | Rates: Standard | \$49.00 |
| 202 Landmark Drive | (309) 454-6600 | | |
| Normal, IL 61761 | (800) 466-8356 | | |
| Nearest Airport: Bloomington - 3 Miles | (309) 454-7612 (FAX) | Restaurant: Nearby | |
| Courtesy Trans: N/A | Amtrak: Normal - 2 Miles | Meeting Cap.: 80/50 | |
| Fitness: Yes | Breakfast: None | No. of Rooms: 106 | |
| Website: www.motel6.com | Pool: Outdoor | | |
| | Internet: Complimentary | | |

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|---|-------------------------|------------------------|----------------|
| <u>Super 8 Motel</u> | | Rates: Standard | \$49.00 |
| 2 Traders Circle | (309) 454-5858 | | |
| Normal, IL 61761 | (800) 800-8000 | | |
| Nearest Airport: Bloomington - 7 Miles | (309) 454-1172 (FAX) | Restaurant: Nearby | |
| Courtesy Trans: N/A | Amtrak: 2 Miles | Meeting Cap.: N/A | |
| Fitness: No | Breakfast: Continental | No. of Rooms: 54 | |
| Website: www.super8.com | Pool: None | | |
| | Internet: Complimentary | | |

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|---|--------------------------|------------------------|----------------|
| <u>The Chateau of Bloomington</u> | | Rates: Standard | \$69.00 |
| 1621 Jumer Drive | (309) 662-2020 | | |
| Bloomington, IL 61701 | (866) 690-4006 | | |
| Nearest Airport: Bloomington - 3 Miles | (309) 662-6522 (FAX) | Restaurant: On Site | |
| Courtesy Trans: Airport/Amtrak | Amtrak: Normal - 2 Miles | Meeting Cap.: 480/280 | |
| Fitness: Yes | Breakfast: None | No. of Rooms: 180 | |
| Website: www.bloomingtonchateau.com | Pool: Indoor | | |
| | Internet: Complimentary | | |

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| Kankakee County | Tax Rate: 10% | Bourbonnais |
|------------------------|----------------------|--------------------|

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|---|----------------------------|------------------------|----------------|
| <u>Hampton Inn</u> | | Rates: Standard | \$70.00 |
| 60 Ken Hayes Drive | (815) 932-8369 | | |
| Bourbonnais, IL 60914 | (800) HAMPTON | | |
| Nearest Airport: N/A | (815) 933-5840 (FAX) | Restaurant: Nearby | |
| Courtesy Trans: N/A | Amtrak: Kankakee - 4 Miles | Meeting Cap.: 25 | |
| Fitness: Yes | Breakfast: Continental | No. of Rooms: 59 | |
| Website: www.hamptoninn.com | Pool: Indoor | | |
| | Internet: Complimentary | | |

Holiday Inn & Conference Center

2300 Reed Station Parkway
Carbondale, IL 62901
Nearest Airport: N/A
Courtesy Trans: N/A
Fitness: Yes
Website: www.holidayinn.com

(618) 549-2600
(800) HOLIDAY
(618) 549-6151 (FAX)
Amtrak: Carbondale - 4 Miles
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard** **\$60.00**

Restaurant: On Site
Meeting Cap.: 200
No. of Rooms: 100

Quality Inn

1415 East Main
Carbondale, IL 62901
Nearest Airport: Marion - 15 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.choice.com

(618) 549-4244
(800) 228-5150
(618) 549-3008 (FAX)
Amtrak: 2.5 Miles
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard** **\$59.00**

Restaurant: Nearby
Meeting Cap.: 25
No. of Rooms: 64

Magnuson Grand Hotel & Conference Center

I-55 & Route 108
Carlinville, IL 62626
Nearest Airport: Springfield - 45 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.magnusongrandhotel.com

(217) 324-2100
(800) 322-7546
(217) 324-6852 (FAX)
Amtrak: Carlinville - 12 Miles
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard** **\$60.00**

Restaurant: On Site
Meeting Cap.: 250/125
No. of Rooms: 97

Baymont Inn & Suites

302 West Anthony Drive
Champaign, IL 61822
Nearest Airport: Champaign - 8 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.baymontchampaign.com

(217) 356-8900
(877) BAYMONT
(217) 356-9253 (FAX)
Amtrak: Champaign - 4 Miles
Breakfast: Full
Pool: None
Internet: Complimentary

Rates: **Standard** **\$69.00**

Restaurant: Nearby
Meeting Cap.: 24
No. of Rooms: 95

Country Inn & Suites by Carlson

602 West Marketview Drive
Champaign, IL 61822
Nearest Airport: Savoy - 10 Miles
Courtesy Trans: Airport
Fitness: Yes
Website: www.countryinns.com

(217) 355-6666
(800) 456-4000
(217) 355-7314 (FAX)
Amtrak: Champaign - 5 Miles
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard** **\$70.00**

Restaurant: Nearby
Meeting Cap.: N/A
No. of Rooms: 83

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|---|--|------------------------|----------------|
| <u>Eastland Suites & Conference Center</u> | | Rates: Standard | \$70.00 |
| 1907 North Cunningham Avenue Urbana, IL 61802 | (217) 367-8331 (800) 253-8331 (217) 384-3370 (FAX) | | |
| Nearest Airport: Champaign - 10 Miles | Amtrak: Champaign - 5 Miles | Restaurant: On Site | |
| Courtesy Trans: Airport/Local Area | Breakfast: Full | Meeting Cap.: 175/150 | |
| Fitness: Yes | Pool: Indoor | No. of Rooms: 126 | |
| Website: www.eastlandsuitesurbana.com | Internet: Complimentary | | |

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|---|---|------------------------|----------------|
| <u>Extended Stay America Champaign - Urbana</u> | | Rates: Standard | \$64.99 |
| 610 West Marketview Drive Champaign, IL 61822 | (217) 351-8899 (800) EXTSTAY (217) 351-8811 (FAX) | | |
| Nearest Airport: Champaign - 12 Miles | Amtrak: Champaign - 2 Miles | Restaurant: Nearby | |
| Courtesy Trans: N/A | Breakfast: Continental | Meeting Cap.: N/A | |
| Fitness: No | Pool: None | No. of Rooms: 89 | |
| Website: www.extendedstayamerica.com | Internet: Complimentary | | |

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|---|---|------------------------|----------------|
| <u>Red Roof Inn</u> | | Rates: Standard | \$49.99 |
| 212 West Anthony Drive Champaign, IL 61820 | (217) 352-0101 (800) REDROOF (217) 352-1891 (FAX) | | |
| Nearest Airport: Champaign - 13 Miles | Amtrak: Champaign - 5 Miles | Restaurant: Nearby | |
| Courtesy Trans: N/A | Breakfast: None | Meeting Cap.: N/A | |
| Fitness: No | Pool: None | No. of Rooms: 112 | |
| Website: www.redroof.com | Internet: Complimentary | | |

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|---|---|------------------------|----------------|
| <u>Wyndham Garden Urbana-Champaign</u> | | Rates: Standard | \$70.00 |
| 1001 Killarney Street Urbana, IL 61801 | (217) 328-7900 (800) HOLIDAY (217) 328-7941 (FAX) | | |
| Nearest Airport: Champaign - 11 Miles | Amtrak: Champaign - 4 Miles | Restaurant: On Site | |
| Courtesy Trans: Local Area | Breakfast: Full | Meeting Cap.: 900/500 | |
| Fitness: Yes | Pool: Indoor | No. of Rooms: 198 | |
| Website: www.wyndhamurbana.com | Internet: Complimentary | | |

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| Coles County | Tax Rate: 11% | Charleston |
|---------------------|----------------------|-------------------|

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|---|--|------------------------|----------------|
| <u>Unique Suites Hotel</u> | | Rates: Standard | \$60.00 |
| 920 West Lincoln Avenue Charleston, IL 61920 | (217) 348-8161 (217) 348-8165 (FAX) | | |
| Nearest Airport: N/A | Amtrak: Mattoon - 10 Miles | Restaurant: On Site | |
| Courtesy Trans: N/A | Breakfast: Full | Meeting Cap.: N/A | |
| Fitness: Yes | Pool: Outdoor | No. of Rooms: 77 | |
| Website: www.uniquesuiteshotel.com | Internet: Complimentary | | |

Best Western Reids Inn

2150 State Street
 Chester, IL 62233
 Nearest Airport: N/A
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.reidsinn.com

(618) 826-3034
 (877) 826-4701
 (618) 826-3034 (FAX)
 Amtrak: N/A
 Breakfast: Continental
 Pool: Outdoor
 Internet: Complimentary

Rates: **Standard** **\$60.00**

Restaurant: Nearby
 Meeting Cap.: N/A
 No. of Rooms: 46

DoubleTree by Hilton Collinsville

1000 Eastport Plaza Drive
 Collinsville, IL 62234
 Nearest Airport: St. Louis - 30 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.doubletreecollinsville.com

(618) 345-2800
 (800) 551-5133
 (618) 345-9804 (FAX)
 Amtrak: Alton - 22 Miles
 Breakfast: None
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard** **\$70.00**

Restaurant: On Site
 Meeting Cap.: 500/250
 No. of Rooms: 234

Drury Inn Collinsville

602 North Bluff Road
 Collinsville, IL 62234
 Nearest Airport: St. Louis - 25 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.druryhotels.com

(618) 345-7700
 (800) 378-7946
 (618) 345-7700 (FAX)
 Amtrak: Alton - 20 Miles
 Breakfast: Full
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard** **\$70.00**

Restaurant: Adjacent
 Meeting Cap.: 30/60
 No. of Rooms: 120

Quality Inn & Suites

383 Lynch Drive
 Danville, IL 61834
 Nearest Airport: N/A
 Courtesy Trans: N/A
 Fitness: No
 Website: N/A

(217) 443-8004
 (800) 228-5150
 (217) 443-8004 (FAX)
 Amtrak: N/A
 Breakfast: Full
 Pool: None
 Internet: Complimentary

Rates: **Standard** **\$59.99**

Restaurant: Nearby
 Meeting Cap.: N/A
 No. of Rooms: 56

Super 8

377 Lynch Road
 Danville, IL 61834
 Nearest Airport: N/A
 Courtesy Trans: N/A
 Fitness: No
 Website: ww.super8.com

(217) 443-4499
 (800) 800-8000
 (217) 443-4499 (FAX)
 Amtrak: N/A
 Breakfast: Continental
 Pool: None
 Internet: Complimentary

Rates: **Standard** **\$59.99**

Restaurant: Nearby
 Meeting Cap.: N/A
 No. of Rooms: 50

Macon County**Tax Rate: 12%****Decatur/Forsyth****Baymont Inn Decatur**

5100 Hickory Point Frontage Road
 Decatur, IL 62526
 Nearest Airport: Decatur - 10 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.baymontinns.com

(217) 875-5800
 (877) 229-6668
 (217) 875-7537 (FAX)
 Amtrak: N/A
 Breakfast: Continental
 Pool: None
 Internet: Complimentary

Rates: **Standard \$59.00**

Restaurant: Nearby
 Meeting Cap.: 10
 No. of Rooms: 93

Welcome Hotel & Suites

5170 North Wingate Drive
 Decatur, IL 62526
 Nearest Airport: Decatur - 8 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: N/A

(217) 875-5500
 (800) HOLIDAY
 (217) 875-5537 (FAX)
 Amtrak: N/A
 Breakfast: Full
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Nearby
 Meeting Cap.: 35/25
 No. of Rooms: 81

Lee County**Tax Rate: 11%****Dixon****Comfort Inn**

136 Plaza Drive
 Dixon, IL 61021
 Nearest Airport: N/A
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.cidixon.com

(815) 284-0500
 (800) 424-6423
 (815) 284-0509 (FAX)
 Amtrak: Rochelle - 20 Miles
 Breakfast: Full
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: Nearby
 Meeting Cap.: 200/150
 No. of Rooms: 98

Effingham County**Tax Rate: 11%****Effingham****Country Inn & Suites**

1200 North Raney
 Effingham, IL 62401
 Nearest Airport: N/A
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.countryinns.com/effingham

(217) 540-5555
 (800) 456-4000
 (217) 540-5556 (FAX)
 Amtrak: Effingham - 2 Miles
 Breakfast: Full
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: Nearby
 Meeting Cap.: 10
 No. of Rooms: 65

St. Clair County**Tax Rate: 13%****Fairview Heights****Drury Inn & Suites Fairview Heights**

12 Ludwig Drive
 Fairview Heights, IL 62008
 Nearest Airport: St. Louis - 28 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.druryinn.com

(618) 398-8530
 (800) DRURYINN
 (618) 398-8530 (FAX)
 Amtrak: Alton
 Breakfast: Full
 Pool: Indoor/Outdoor
 Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Adjacent
 Meeting Cap.: 10
 No. of Rooms: 136

Country Inn & Suites by Carlson

1710 South Dirck Drive
Freeport, IL 61032
Nearest Airport: O'Hare - 26 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.countryinn.com/freeportil

(815) 233-3300
(800) 456-4000
(815) 233-3333 (FAX)
Amtrak: N/A
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard** **\$60.00**

Restaurant: Nearby
Meeting Cap.: 25
No. of Rooms: 66

Best Western Designer Inn & Suites

9923 US 20 West
Galena, IL 61036
Nearest Airport: N/A
Courtesy Trans: N/A
Fitness: Yes
Website: www.bestwesterndesignerinn.com

(815) 777-2577
(800) WESTERN
(815) 777-0584 (FAX)
Amtrak: N/A
Breakfast: Full
Pool: Indoor/Outdoor
Internet: Complimentary

Rates: **Standard** **\$60.00**

Restaurant: Nearby
Meeting Cap.: N/A
No. of Rooms: 41

Country Inn & Suites by Carlson

11334 Oldenburg Lane
Galena, IL 61036
Nearest Airport: N/A
Courtesy Trans: N/A
Fitness: Yes
Website: www.countryinns.com/galenail

(815) 777-2400
(800) 456-4000
(815) 777-2702 (FAX)
Amtrak: N/A
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard** **\$60.00**

Restaurant: Nearby
Meeting Cap.: 50/40
No. of Rooms: 75

Stoney Creek Hotel & Conference Center

940 Galena Square Drive
Galena, IL 61036
Nearest Airport: N/A
Courtesy Trans: N/A
Fitness: Yes
Website: www.stoneycreekhoteles.com

(815) 777-2223
(800) 659-2220
(815) 777-6762 (FAX)
Amtrak: N/A
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard** **\$60.00**

Restaurant: Nearby
Meeting Cap.: 60
No. of Rooms: 75

Country Inn & Suites

2284 Promenade Court
Galesburg, IL 61401
Nearest Airport: N/A
Courtesy Trans: N/A
Fitness: Yes
Website: www.countryinns.com

(309) 344-4444
(800) 456-4000
(309) 344-4445 (FAX)
Amtrak: Galesburg - 3 Miles
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard** **\$60.00**

Restaurant: Nearby
Meeting Cap.: 12
No. of Rooms: 61

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| <u>Fairfield Inn & Suites</u> | | Rates: Standard | \$60.00 |
| 901 West Carl Sandburg Drive Galesburg, IL 61401 Nearest Airport: Regional - 2 Miles Courtesy Trans: N/A Fitness: Yes Website: www.marriott.com/mligb | (309) 344-1911 (800) 228-2800 (309) 344-1911 (FAX) Amtrak: Galesburg - 4 Miles Breakfast: Full Pool: Indoor Internet: Complimentary | Restaurant: Nearby Meeting Cap.: 25 No. of Rooms: 54 | |

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| <u>Quality Inn</u> | | Rates: Standard | \$60.00 |
| 907 West Carl Sandburg Drive Galesburg, IL 61401 Nearest Airport: Peoria - 45 Miles Courtesy Trans: N/A Fitness: No Website: www.qualityinn.com | (309) 344-5445 (888) 322-8005 (309) 344-5445 (FAX) Amtrak: Galesburg - 2 Miles Breakfast: Full Pool: None Internet: Complimentary | Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 44 | |

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| White County | Tax Rate: 8% | Grayville |
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| <u>Windsor Oaks</u> | | Rates: Standard | \$60.00 |
| 2200 South Court Grayville, IL 62844 Nearest Airport: N/A Courtesy Trans: N/A Fitness: No Website: www.windsoroaks.com | (618) 375-7930 (800) 528-1234 (618) 375-7339 (FAX) Amtrak: N/A Breakfast: Continental Pool: Indoor Internet: Complimentary | Restaurant: On Site Meeting Cap.: 350 No. of Rooms: 60 | |

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| Morgan County | Tax Rate: 11% | Jacksonville |
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| <u>Baymont Inn & Suites</u> | | Rates: Standard | \$59.99 |
| 1914 South Brooke Road Jacksonville, IL 62650 Nearest Airport: Springfield - 30 Miles Courtesy Trans: N/A Fitness: Yes Website: | (217) 271-1326 (217) 271-1332 (FAX) Amtrak: Springfield - 30 Miles Breakfast: Continental Pool: None Internet: Complimentary | Restaurant: Nearby Meeting Cap.: 25 No. of Rooms: 62 | |

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| Henry County | Tax Rate: 11% | Kewanee |
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| <u>AmericInn</u> | | Rates: Standard | \$60.00 |
| 925 Tenney Kewanee, IL 61443 Nearest Airport: N/A Courtesy Trans: N/A Fitness: Yes Website: www.americinn.com/kewanee | (309) 856-7200 (309) 856-7202 (FAX) Amtrak: Kewanee - 1 Mile Breakfast: Full Pool: Indoor Internet: Complimentary | Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 49 | |

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| Logan County | Tax Rate: 11% | Lincoln |
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| <u>Holiday Inn Express - Lincoln</u> | | Rates: Standard \$60.00 |
| 130 Olson Avenue Lincoln, IL 62656 Nearest Airport: Springfield Courtesy Trans: N/A Fitness: Yes Website: www.hiexpress.com/lincolnil | (217) 735-5800 (800) 465-4983 (217) 732-6168 (FAX) Amtrak: Lincoln - 10 Miles Breakfast: Full Pool: Indoor Internet: Complimentary | Restaurant: Nearby Meeting Cap.: 50 No. of Rooms: 69 |

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| <u>Lincoln Hampton Inn</u> | | Rates: Standard \$60.00 |
| 1019 North Heitmann Drive Lincoln, IL 62656 Nearest Airport: Springfield - 25 Miles Courtesy Trans: N/A Fitness: Yes Website: www.lincoln.hamptoninn.com | (217) 732-6729 (800) HAMPTON (217) 732-6047 (FAX) Amtrak: Lincoln - 5 Miles Breakfast: Full Pool: Indoor Internet: Complimentary | Restaurant: Nearby Meeting Cap.: 8 No. of Rooms: 64 |

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| Kankakee County | Tax Rate: 6.25% | Manteno |
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| <u>Country Inn and Suites by Carlson</u> | | Rates: Standard \$70.00 |
| 380 South Cypress Street Manteno, IL 60950 Nearest Airport: N/A Courtesy Trans: N/A Fitness: No Website: www.countryinns.com/mantenoil | (815) 468-2600 (800) 456-4000 (815) 468-2267 (FAX) Amtrak: N/A Breakfast: Full Pool: Indoor Internet: Complimentary | Restaurant: Nearby Meeting Cap.: 10 No. of Rooms: 70 |

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| Williamson County | Tax Rate: 11% | Marion |
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| <u>Country Inn & Suites by Carlson</u> | | Rates: Standard \$60.00 |
| 1306 Halfway Road Marion, IL 62959 Nearest Airport: Marion - 1.5 Miles Courtesy Trans: N/A Fitness: Yes Website: www.countryinns.com | (618) 997-2444 (800) 456-4000 (618) 997-2422 (FAX) Amtrak: 12 Miles Breakfast: Full Pool: Indoor Internet: Complimentary | Restaurant: Nearby Meeting Cap.: 80 No. of Rooms: 69 |

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| Coles County | Tax Rate: 11% | Mattoon |
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| <u>Baymont Inn & Suites</u> | | Rates: Standard \$60.00 |
| 206 McFall Mattoon, IL 61938 Nearest Airport: Coles County Courtesy Trans: N/A Fitness: Yes Website: www.baymontinns.com | (217) 234-2420 (800) BAYMONT (217) 234-2355 (FAX) Amtrak: Mattoon - 2 Miles Breakfast: Full Pool: Indoor Internet: Complimentary | Restaurant: Nearby Meeting Cap.: 30 No. of Rooms: 63 |

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| <u>Comfort Suites</u> | | Rates: Standard | \$60.00 |
| 1408 Broadway Avenue East Mattoon, IL 61938 Nearest Airport: N/A Courtesy Trans: N/A Fitness: Yes Website: www.comfortsuites.com/hotel/il158 | (217) 235-6745 (800) 424-6423 (217) 235-0265 (FAX) Amtrak: Mattoon - 2.5 Miles Breakfast: Full Pool: Indoor Internet: Complimentary | | Restaurant: Nearby Meeting Cap.: 40 No. of Rooms: 70 |

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| Warren County | Tax Rate: 11% | Monmouth |
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| <u>Americinn Lodge & Suites</u> | | Rates: Standard | \$60.00 |
| 1 Americinn Way Monmouth, IL 61462 Nearest Airport: Quad Cities - 40 Miles Courtesy Trans: N/A Fitness: Yes Website: www.americinn.com/hotels/il/monmouth | (309) 734-9958 (800) 634-3444 (309) 734-6819 (FAX) Amtrak: Galesburg - 15 Miles Breakfast: Full Pool: Indoor Internet: Complimentary | | Restaurant: On Site Meeting Cap.: 45 No. of Rooms: 65 |

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| Grundy County | Tax Rate: 11% | Morris |
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| <u>Comfort Inn</u> | | Rates: Standard | \$60.00 |
| 70 Gore Road West Morris, IL 60450 Nearest Airport: N/A Courtesy Trans: N/A Fitness: No Website: www.comfortinn.com | (815) 942-1433 (800) 228-5150 (815) 942-1433 (FAX) Amtrak: N/A Breakfast: Full Pool: Indoor Internet: Complimentary | | Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 50 |

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| Jefferson County | Tax Rate: 11% | Mount Vernon |
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| <u>Drury Inn & Suites</u> | | Rates: Standard | \$60.00 |
| 145 North 44th Street Mount Vernon, IL 62864 Nearest Airport: Mount Vernon - 10 Courtesy Trans: No Fitness: Yes Website: www.druryhotels.com | (618) 246-5201 (800) 378-7946 (855) 487-5595 (FAX) Amtrak: N/A Breakfast: Full Pool: Indoor/Outdoor Internet: Complimentary | | Restaurant: Nearby Meeting Cap.: 180/130 No. of Rooms: 180 |

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| Jasper County | Tax Rate: 11% | Newton |
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| <u>Cobblestone Hotel & Suites</u> | | Rates: Standard | \$60.00 |
| 100 Gregory Drive Newton, IL 62448 Nearest Airport: N/A Courtesy Trans: None Fitness: Yes Website: www.staycobblestone.com/il/newton | (618) 783-5550 (888) 693-8262 (618) 783-5551 (FAX) Amtrak: Effingham - 23 Miles Breakfast: Continental Pool: Indoor Internet: Complimentary | | Restaurant: Nearby Meeting Cap.: 25 No. of Rooms: 37 |

Candlewood SuitesRates: **Standard** **\$70.00**

1332 Park Plaza Drive
 O'Fallon, IL 62269
 Nearest Airport: St. Louis - 25 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.candlewoodsuites.com

(618) 622-9555
 (800) 972-3145
 (618) 622-9666 (FAX)
 Amtrak: St. Louis - 20 Miles
 Breakfast: None
 Pool: None
 Internet: Complimentary

Restaurant: Nearby
 Meeting Cap.: N/A
 No. of Rooms: 79

Extended Stay AmericaRates: **Standard** **\$59.99**

154 Regency Park
 O'Fallon, IL 62269
 Nearest Airport: Mascoutah - 15 Miles
 Courtesy Trans: N/A
 Fitness: No
 Website: www.extendedstayamerica.com

(618) 624-1757
 (800) EXTSTAY
 (618) 624-1778 (FAX)
 Amtrak: St. Louis - 35 Miles
 Breakfast: Continental
 Pool: None
 Internet: Complimentary

Restaurant: Adjacent
 Meeting Cap.: N/A
 No. of Rooms: 89

Suburban Extended StayRates: **Standard** **\$60.00**

148 Regency Park
 O'Fallon, IL 62269
 Nearest Airport: St. Louis - 30 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.suburbanextendedstay.com/ofallon

(618) 589-3696
 (800) 4-CHOICE
 (618) 589-3686 (FAX)
 Amtrak: Belleville - 2 Miles
 Breakfast: None
 Pool: Indoor
 Internet: Complimentary

Restaurant: Nearby
 Meeting Cap.: N/A
 No. of Rooms: 89

Super 8Rates: **Standard** **\$70.00**

500 East Etna Road
 Ottawa, IL 61350
 Nearest Airport: N/A
 Courtesy Trans: N/A
 Fitness: No
 Website: www.super8.com

(815) 434-2888
 (800) 800-8000
 (815) 434-2891 (FAX)
 Amtrak: N/A
 Breakfast: Continental
 Pool: None
 Internet: Complimentary

Restaurant: Nearby
 Meeting Cap.: N/A
 No. of Rooms: 52

Super 8 MotelRates: **Standard** **\$51.99**

11642 Illinois Highway 1
 Paris, IL 61944
 Nearest Airport: N/A
 Courtesy Trans: N/A
 Fitness: No
 Website: www.super8.com

(217) 463-8888
 (800) 800-8888
 (217) 463-8888 (FAX)
 Amtrak: N/A
 Breakfast: Continental
 Pool: None
 Internet: Complimentary

Restaurant: Nearby
 Meeting Cap.: N/A
 No. of Rooms: 35

AmericInn

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|---|-------------------------|------------------------|----------------|
| 9106 North Lindbergh Drive Peoria, IL 61615 | (309) 692-9200 | Rates: Standard | \$70.00 |
| Nearest Airport: Peoria - 11 Miles | (309) 692-9262 (FAX) | Restaurant: Nearby | |
| Courtesy Trans: N/A | Amtrak: N/A | Meeting Cap.: 60/40 | |
| Fitness: Yes | Breakfast: Full | No. of Rooms: 84 | |
| Website: www.americinnpeoria.com | Pool: Indoor | | |
| | Internet: Complimentary | | |

Baymont Inn & Suites

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|---|--------------------------|------------------------|----------------|
| 2002 West War Memorial Drive Peoria, IL 61614 | (309) 686-7600 | Rates: Standard | \$60.00 |
| Nearest Airport: Peoria - 10 Miles | (800) 337-0550 | Restaurant: Nearby | |
| Courtesy Trans: Airport /15 Mile Radius | (309) 686-0686 (FAX) | Meeting Cap.: 25 | |
| Fitness: Yes | Amtrak: Peoria - 4 Miles | No. of Rooms: 118 | |
| Website: www.baymontinns.com | Breakfast: Full | | |
| | Pool: Outdoor | | |
| | Internet: Complimentary | | |

Comfort Suites

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|---|-------------------------|------------------------|----------------|
| 1812 West War Memorial Drive Peoria, IL 61614 | (309) 688-3800 | Rates: Standard | \$70.00 |
| Nearest Airport: Peoria - 8 Miles | (800) 228-5150 | Restaurant: Nearby | |
| Courtesy Trans: N/A | (309) 688-3800 (FAX) | Meeting Cap.: 15 | |
| Fitness: No | Amtrak: N/A | No. of Rooms: 66 | |
| Website: www.choicehotels.com/il081 | Breakfast: Full | | |
| | Pool: Indoor | | |
| | Internet: Complimentary | | |

Extended Stay America

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|---|--------------------------|------------------------|----------------|
| 4306 North Brandywine Peoria, IL 61614 | (309) 688-3110 | Rates: Standard | \$59.99 |
| Nearest Airport: Peoria - 10 Miles | (800) EXTSTAY | Restaurant: Nearby | |
| Courtesy Trans: N/A | (309) 688-3070 (FAX) | Meeting Cap.: N/A | |
| Fitness: No | Amtrak: Peoria - 5 Miles | No. of Rooms: 104 | |
| Website: www.extendedstayamerica.com | Breakfast: Continental | | |
| | Pool: None | | |
| | Internet: Complimentary | | |

Par-A-Dice Hotel

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|---|--------------------------------|------------------------|----------------|
| 7 Blackjack Boulevard East Peoria, IL 61611 | (309) 699-7711 | Rates: Standard | \$70.00 |
| Nearest Airport: Peoria - 15 Miles | (800) 727-2342 | Restaurant: Adjacent | |
| Courtesy Trans: Airport | (309) 699-9317 (FAX) | Meeting Cap.: 800/500 | |
| Fitness: Yes | Amtrak: Bloomington - 30 Miles | No. of Rooms: 202 | |
| Website: www.paradicecasinocom | Breakfast: None | | |
| | Pool: None | | |
| | Internet: Complimentary | | |

Peoria Marriott Pere Marquette

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|---|-------------------------|------------------------|----------------|
| 501 Main Street Peoria, IL 61602 | (309) 637-6500 | Rates: Standard | \$70.00 |
| Nearest Airport: Peoria - 8 Miles | (800) 721-7033 | Restaurant: On Site | |
| Courtesy Trans: Airport/5 Mile Radius | (309) 672-2744 (FAX) | Meeting Cap.: 800 | |
| Fitness: Yes | Amtrak: N/A | No. of Rooms: 286 | |
| Website: www.marriott.com | Breakfast: None | | |
| | Pool: Indoor | | |
| | Internet: Complimentary | | |

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|---|---|--|----------------|
| <u>Quality Inn & Suites</u> | | Rates: Standard | \$70.00 |
| 4112 North Brandywine Peoria, IL 61614 Nearest Airport: Peoria - 11 Miles Courtesy Trans: 5 Mile Radius Fitness: Yes Website: www.choicehotels.com | (309) 685-2556 (800) 526-3766 (309) 685-6272 (FAX) Amtrak: N/A Breakfast: Full Pool: Indoor/Outdoor Internet: Complimentary | Restaurant: Nearby Meeting Cap.: 75/50 No. of Rooms: 115 | |

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|---|---|--|----------------|
| <u>Red Roof Inn</u> | | Rates: Standard | \$44.99 |
| 1822 West War Memorial Drive Peoria, IL 61614 Nearest Airport: Peoria - 10 Miles Courtesy Trans: N/A Fitness: No Website: www.redroof.com | (309) 685-3911 (800) REDROOF (309) 685-3941 (FAX) Amtrak: Peoria - 6 Miles Breakfast: None Pool: None Internet: Complimentary | Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 108 | |

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|---|---|---|----------------|
| <u>Stoney Creek Hotel & Conference Center</u> | | Rates: Standard | \$70.00 |
| 101 Mariners Way East Peoria, IL 61611 Nearest Airport: 20 Miles Courtesy Trans: Airport Fitness: Yes Website: | (309) 694-1300 (800) 659-2220 (309) 694-9303 (FAX) Amtrak: N/A Breakfast: Full Pool: Indoor/Outdoor Internet: Complimentary | Restaurant: On-Site Meeting Cap.: 250/150 No. of Rooms: 163 | |

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| LaSalle County | Tax Rate: 10% | Peru |
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| <u>Fairfield Inn</u> | | Rates: Standard | \$70.00 |
| 4385 Venture Drive Peru, IL 61354 Nearest Airport: Peoria - 5 Miles Courtesy Trans: N/A Fitness: No Website: www.fairfield.com | (815) 223-7458 (800) 228-2800 (815) 223-7458 (FAX) Amtrak: Mendota - 15 Miles Breakfast: Full Pool: Indoor Internet: Complimentary | Restaurant: Adjacent Meeting Cap.: 15 No. of Rooms: 62 | |

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| <u>LaQuinta Inn Peru</u> | | Rates: Standard | \$70.00 |
| 4389 Venture Drive Peru, IL 61354 Nearest Airport: Peoria - 1.5 Miles Courtesy Trans: N/A Fitness: No Website: www.lq.com | (815) 224-9000 (800) 531-5900 (815) 224-9100 (FAX) Amtrak: Mendota - 15 Mile Breakfast: Continental Pool: Indoor Internet: Complimentary | Restaurant: Nearby Meeting Cap.: 30 No. of Rooms: 63 | |

Livingston County Tax Rate: 11% **Pontiac**

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|---|-------------------------|------------------------|----------------|
| <u>Super 8</u> | | Rates: Standard | \$59.99 |
| 601 South Deerfield Road | (815) 844-6888 | | |
| Pontiac, IL 61764 | (800) 800-8000 | | |
| Nearest Airport: N/A | (815) 844-6888 (FAX) | Restaurant: Nearby | |
| Courtesy Trans: N/A | Amtrak: Pontiac | Meeting Cap.: N/A | |
| Fitness: No | Breakfast: Continental | No. of Rooms: 49 | |
| Website: www.super8.com | Pool: None | | |
| | Internet: Complimentary | | |

Adams County Tax Rate: 14% **Quincy**

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| <u>Fairfield Inn</u> | | Rates: Standard | \$60.00 |
| 4415 Broadway | (217) 223-5922 | | |
| Quincy, IL 62305 | (800) 228-2800 | | |
| Nearest Airport: Quincy - 10 Miles | (217) 223-5922 (FAX) | Restaurant: Nearby | |
| Courtesy Trans: N/A | Amtrak: Quincy - 2 Miles | Meeting Cap.: 40 | |
| Fitness: Yes | Breakfast: Full | No. of Rooms: 63 | |
| Website: www.marriott.com/uinqu | Pool: Indoor | | |
| | Internet: Complimentary | | |

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|---|--------------------------|------------------------|----------------|
| <u>Microtel Inn & Suites</u> | | Rates: Standard | \$60.00 |
| 200 South 3rd Street | (217) 222-5620 | | |
| Quincy, IL 62301 | (800) 771-7171 | | |
| Nearest Airport: Quincy - 10 Miles | (217) 222-5621 (FAX) | Restaurant: Nearby | |
| Courtesy Trans: Local Area | Amtrak: Quincy - 6 Miles | Meeting Cap.: 250 | |
| Fitness: Yes | Breakfast: Full | No. of Rooms: 86 | |
| Website: www.microtelinn.com | Pool: Indoor | | |
| | Internet: Complimentary | | |

Whiteside County Tax Rate: 11% **Rock Falls**

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| <u>Country Inn & Suites</u> | | Rates: Standard | \$60.00 |
| 2106 1st Avenue | (815) 625-3200 | | |
| Rock Falls, IL 61071 | (815) 456-4000 | | |
| Nearest Airport: N/A | (815) 626-3575 (FAX) | Restaurant: On Site | |
| Courtesy Trans: N/A | Amtrak: N/A | Meeting Cap.: 25 | |
| Fitness: Yes | Breakfast: Continental | No. of Rooms: 80 | |
| Website: www.countryinns.com/rockfallsil | Pool: Indoor | | |
| | Internet: Complimentary | | |

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|---|-------------------------|------------------------|----------------|
| <u>Days Inn</u> | | Rates: Standard | \$59.99 |
| 2105 1st Avenue South | (815) 626-5500 | | |
| Rock Falls, IL 61071 | (800) 225-3297 | | |
| Nearest Airport: N/A | (815) 626-5501 (FAX) | Restaurant: On Site | |
| Courtesy Trans: N/A | Amtrak: N/A | Meeting Cap.: 300 | |
| Fitness: No | Breakfast: Continental | No. of Rooms: 77 | |
| Website: www.daysinn.com | Pool: Indoor | | |
| | Internet: Complimentary | | |

Comfort Inn

2600 52nd Avenue
Moline, IL 61265
Nearest Airport: Moline - 1 Mile
Courtesy Trans: N/A
Fitness: No
Website: www.choicehotels.com

(309) 762-7000
(888) 812-8653
(309) 762-7000 (FAX)
Amtrak: N/A
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard** **\$68.00**

Restaurant: Nearby
Meeting Cap.: N/A
No. of Rooms: 61

Country Inn & Suites Moline Airport

2721 69th Avenue Court
Moline, IL 61265
Nearest Airport: Moline - .50 Miles
Courtesy Trans: Airport
Fitness: Yes
Website: www.countryinns.com

(309) 797-4249
(800) 830-5222
(309) 797-4253 (FAX)
Amtrak: N/A
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard** **\$70.00**

Restaurant: Nearby
Meeting Cap.: N/A
No. of Rooms: 61

Holiday Inn - Rock Island

226 17th Street
Rock Island, IL 61201
Nearest Airport: Rockford - 9 Miles
Courtesy Trans: Airport
Fitness: Yes
Website: www.holidayinn.com/rockislandil

(309) 794-1212
(800) 465-4329
(309) 794-0852 (FAX)
Amtrak: Galesburg - 35 Miles
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard** **\$70.00**

Restaurant: On Site
Meeting Cap.: 400
No. of Rooms: 172

Motel 6

6920 27th Street
Moline, IL 61265
Nearest Airport: Moline - 1 Mile
Courtesy Trans: Airport
Fitness: None
Website: www.motel6.com/moline

(309) 762-1711
(309) 762-1788 (FAX)
Amtrak: Rockford - 6 Miles
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard** **\$50.00**

Restaurant: Nearby
Meeting Cap.: N/A
No. of Rooms: 125

Candlewood Suites

7555 Walton Street
Rockford, IL 61108
Nearest Airport: Rockford - 14 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.suitesrockford.com

(815) 229-9300
(888) CANDLEWOOD
(815) 229-9323 (FAX)
Amtrak: N/A
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard** **\$70.00**

Restaurant: Nearby
Meeting Cap.: N/A
No. of Rooms: 66

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|---|-------------------------|------------------------|----------------|
| <u>Extended Stay America</u> | | Rates: Standard | \$69.99 |
| 653 Clark Drive | (815) 226-8969 | | |
| Rockford, IL 61107 | (800) EXTSTAY | | |
| Nearest Airport: Rockford - 17 Miles | (815) 226-8753 (FAX) | Restaurant: Nearby | |
| Courtesy Trans: N/A | Amtrak: N/A | Meeting Cap.: N/A | |
| Fitness: No | Breakfast: Continental | No. of Rooms: 104 | |
| Website: www.extendedstayamerica.com | Pool: None | | |
| | Internet: Complimentary | | |

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| <u>Extended Stay America - Rockford</u> | | Rates: Standard | \$69.99 |
| 747 North Bell School Road | (815) 397-8316 | | |
| Rockford, IL 61107 | (800) EXTSTAY | | |
| Nearest Airport: O'Hare - 25 Miles | (815) 397-8373 (FAX) | Restaurant: Nearby | |
| Courtesy Trans: N/A | Amtrak: N/A | Meeting Cap.: N/A | |
| Fitness: No | Breakfast: Continental | No. of Rooms: 73 | |
| Website: www.extendedstayamerica.com | Pool: None | | |
| | Internet: Complimentary | | |

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|---|-------------------------|------------------------|----------------|
| <u>Fairfield Inn & Suites</u> | | Rates: Standard | \$70.00 |
| 7651 Walton Street | (815) 398-7400 | | |
| Rockford, IL 61108 | (888) 236-2427 | | |
| Nearest Airport: Rockford - 8 Miles | (815) 398-7401 (FAX) | Restaurant: Adjacent | |
| Courtesy Trans: N/A | Amtrak: N/A | Meeting Cap.: N/A | |
| Fitness: Yes | Breakfast: Continental | No. of Rooms: 106 | |
| Website: www.fairfieldrockford.com | Pool: Indoor | | |
| | Internet: Complimentary | | |

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|---|-------------------------|------------------------|----------------|
| <u>Holiday Inn Rockford</u> | | Rates: Standard | \$70.00 |
| 7550 East State Street | (815) 398-2200 | | |
| Rockford, IL 61108 | (800) 383-7829 | | |
| Nearest Airport: Rockford - 12 Miles | (815) 229-3122 (FAX) | Restaurant: On Site | |
| Courtesy Trans: Airport | Amtrak: N/A | Meeting Cap.: 150/80 | |
| Fitness: Yes | Breakfast: None | No. of Rooms: 202 | |
| Website: www.holiday-inn.com/rfdil | Pool: Indoor | | |
| | Internet: Complimentary | | |

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|---|-------------------------|------------------------|----------------|
| <u>Radisson Hotel & Conference Center Rockford</u> | | Rates: Standard | \$70.00 |
| 200 South Bell School Road | (815) 226-2100 | | |
| Rockford, IL 61108 | (800) 333-3333 | | |
| Nearest Airport: Rockford - 11 Miles | (815) 229-3070 (FAX) | Restaurant: On Site | |
| Courtesy Trans: 10 Mile Radius | Amtrak: N/A | Meeting Cap.: 600/300 | |
| Fitness: Yes | Breakfast: None | No. of Rooms: 114 | |
| Website: www.radisson.com | Pool: Indoor | | |
| | Internet: Complimentary | | |

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|---|-------------------------|------------------------|----------------|
| <u>Red Roof Inn</u> | | Rates: Standard | \$54.99 |
| 7434 East State Street | (815) 398-9750 | | |
| Rockford, IL 61108 | (800) REDROOF | | |
| Nearest Airport: Rockford - 17 Miles | (815) 398-9761 (FAX) | Restaurant: Nearby | |
| Courtesy Trans: N/A | Amtrak: N/A | Meeting Cap.: N/A | |
| Fitness: No | Breakfast: None | No. of Rooms: 108 | |
| Website: www.redroof.com | Pool: None | | |
| | Internet: Complimentary | | |

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|---|-------------------------|------------------------|----------------|
| <u>Residence Inn</u> | | Rates: Standard | \$70.00 |
| 7542 Colosseum Drive | (815) 227-0013 | | |
| Rockford, IL 61107 | (800) 331-3131 | | |
| Nearest Airport: Rockford - 7 Miles | (815) 227-0013 (FAX) | | |
| Courtesy Trans: N/A | Amtrak: N/A | Restaurant: Nearby | |
| Fitness: Yes | Breakfast: Buffet | Meeting Cap.: 40 | |
| Website: www.marriott.com/rfdil | Pool: Indoor | No. of Rooms: 94 | |
| | Internet: Complimentary | | |

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| St. Clair County | Tax Rate: 10.64% | Shiloh |
|-------------------------|-------------------------|---------------|

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|---|------------------------------|------------------------|----------------|
| <u>Holiday Inn Express</u> | | Rates: Standard | \$70.00 |
| 3396 Green Mount Crossing Drive | (618) 632-0400 | | |
| Shiloh, IL 62269 | (800) 972-3145 | | |
| Nearest Airport: St. Louis - 27 Miles | (618) 632-9400 (FAX) | | |
| Courtesy Trans: N/A | Amtrak: St. Louis - 20 Miles | Restaurant: Nearby | |
| Fitness: Yes | Breakfast: Full | Meeting Cap.: 40/25 | |
| Website: www.holidayinnexpress.com | Pool: Indoor | No. of Rooms: 80 | |
| | Internet: Complimentary | | |

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|------------------------|----------------------|--------------------|
| Sangamon County | Tax Rate: 12% | Springfield |
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|---|-------------------------------|------------------------|----------------|
| <u>Baymont Inn</u> | | Rates: Standard | \$70.00 |
| 5871 South 6th Street | (217) 529-6655 | | |
| Springfield, IL 62703 | (877) BAYMONT | | |
| Nearest Airport: Springfield - 10 Miles | (217) 529-6510 (FAX) | | |
| Courtesy Trans: N/A | Amtrak: Springfield - 6 Miles | Restaurant: Adjacent | |
| Fitness: Yes | Breakfast: Full | Meeting Cap.: 15/18 | |
| Website: www.baymontinns.com/hotel/17908 | Pool: Indoor/Outdoor | No. of Rooms: 75 | |
| | Internet: Complimentary | | |

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|---|-------------------------------|------------------------|----------------|
| <u>Best Western Clearlake</u> | | Rates: Standard | \$70.00 |
| 3440 Clearlake Avenue | (217) 525-7420 | | |
| Springfield, IL 62702 | (217) 525-7476 (FAX) | | |
| Nearest Airport: Springfield - 4 Miles | Amtrak: Springfield - 3 Miles | Restaurant: Nearby | |
| Courtesy Trans: N/A | Breakfast: Full | Meeting Cap.: N/A | |
| Fitness: Yes | Pool: Indoor | No. of Rooms: 45 | |
| Website: www.bestwestern.com | Internet: Complimentary | | |

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|---|-------------------------------|------------------------|----------------|
| <u>Candlewood Suites</u> | | Rates: Standard | \$70.00 |
| 2501 Sunrise Drive | (217) 522-5100 | | |
| Springfield, IL 62703 | (888) 226-3539 | | |
| Nearest Airport: Springfield - 8 Miles | (217) 522-5101 (FAX) | | |
| Courtesy Trans: N/A | Amtrak: Springfield - 3 Miles | Restaurant: Nearby | |
| Fitness: Yes | Breakfast: None | Meeting Cap.: 30 | |
| Website: www.candlewoodsuites.com | Pool: None | No. of Rooms: 110 | |
| | Internet: Complimentary | | |

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|---|--------------------------------|------------------------|----------------|
| <u>Carpenter Street Hotel</u> | | Rates: Standard | \$70.00 |
| 525 North 6th Street | (217) 789-9100 | | |
| Springfield, IL 62702 | (888) 779-9100 | | |
| Nearest Airport: Springfield - 7 Miles | (217) 789-9387 (FAX) | | |
| Courtesy Trans: Local Area | Amtrak: Springfield - 7 Blocks | Restaurant: Nearby | |
| Fitness: Yes | Breakfast: Continental | Meeting Cap.: N/A | |
| Website: www.carpenterstreethotel.com | Pool: None | No. of Rooms: 55 | |
| | Internet: Complimentary | | |

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|---|--------------------------------|------------------------|----------------|
| <u>Comfort Suites</u> | | Rates: Standard | \$70.00 |
| 2620 South Dirksen Parkway | (217) 753-4000 | | |
| Springfield, IL 62703 | (800) 424-6423 | | |
| Nearest Airport: Springfield - 15 Miles | (217) 753-4166 (FAX) | | |
| Courtesy Trans: N/A | Amtrak: Springfield - 10 Miles | Restaurant: Nearby | |
| Fitness: Yes | Breakfast: Continental | Meeting Cap.: N/A | |
| Website: www.choicehotels.com | Pool: Indoor | No. of Rooms: 92 | |
| | Internet: Complimentary | | |

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|---|-------------------------------|------------------------|----------------|
| <u>Country Inn & Suites by Carlson</u> | | Rates: Standard | \$70.00 |
| 3092 Stevenson Drive | (217) 544-5151 | | |
| Springfield, IL 62703 | (800) 830-5222 | | |
| Nearest Airport: Springfield - 11 Miles | (217) 544-5353 (FAX) | | |
| Courtesy Trans: Airport | Amtrak: Springfield - 6 Miles | Restaurant: Nearby | |
| Fitness: Yes | Breakfast: Full | Meeting Cap.: 25 | |
| Website: www.countryinns.com/springfieldil | Pool: Indoor | No. of Rooms: 78 | |
| | Internet: Complimentary | | |

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|---|-------------------------------|---------------------------|----------------|
| <u>Crowne Plaza</u> | | Rates: Standard | \$70.00 |
| 3000 South Dirksen Parkway | (217) 529-7777 | | |
| Springfield, IL 62703 | (800) 2CROWNE | | |
| Nearest Airport: Springfield - 8 Miles | (217) 529-6666 (FAX) | | |
| Courtesy Trans: Airport/Amtrak | Amtrak: Springfield - 5 Miles | Restaurant: On Site | |
| Fitness: Yes | Breakfast: None | Meeting Cap.: 2,100/1,125 | |
| Website: www.cpspringfield.com | Pool: Indoor | No. of Rooms: 288 | |
| | Internet: Complimentary | | |

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|---|-------------------------------|------------------------|----------------|
| <u>Drury Inn & Suites</u> | | Rates: Standard | \$70.00 |
| 3180 South Dirksen Parkway | (217) 529-3900 | | |
| Springfield, IL 62703 | (800) DRURYINN | | |
| Nearest Airport: Springfield - 9 Miles | (217) 529-3900 (FAX) | | |
| Courtesy Trans: N/A | Amtrak: Springfield - 5 Miles | Restaurant: Adjacent | |
| Fitness: Yes | Breakfast: Full | Meeting Cap.: 50/30 | |
| Website: www.druryinn.com | Pool: Indoor | No. of Rooms: 118 | |
| | Internet: Complimentary | | |

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|---|-------------------------------|------------------------|----------------|
| <u>Hilton Garden Inn</u> | | Rates: Standard | \$70.00 |
| 3100 South Dirksen Parkway | (217) 529-7171 | | |
| Springfield, IL 62703 | (800) HILTONS | | |
| Nearest Airport: Springfield - 12 Miles | (217) 529-7172 (FAX) | | |
| Courtesy Trans: N/A | Amtrak: Springfield - 5 Miles | Restaurant: On Site | |
| Fitness: Yes | Breakfast: None | Meeting Cap.: 200/150 | |
| Website: www.springfieldil.gardeninn.com | Pool: Indoor | No. of Rooms: 117 | |
| | Internet: Complimentary | | |

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| <u>Holiday Inn Express</u> | | Rates: Standard | \$70.00 |
| 3050 South Dirksen Parkway Springfield, IL 62703 Nearest Airport: Springfield - 8 Miles Courtesy Trans: Airport/Amtrak Fitness: Yes Website: www.holidayinnexpress.com | (217) 529-7771 (800) HOLIDAY (217) 529-1777 (FAX) Amtrak: Springfield - 5 Miles Breakfast: Continental Pool: None Internet: Complimentary | Restaurant: Nearby Meeting Cap.: 30 No. of Rooms: 140 | |

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| <u>Homestyle Inn & Suites</u> | | Rates: Standard | \$70.00 |
| 500 North 1st Street Springfield, IL 62702 Nearest Airport: Springfield Courtesy Trans: N/A Fitness: Yes Website: www.homestyleinns.com | (217) 522-1100 (217) 753-8589 (FAX) Amtrak: Springfield - 3 Blocks Breakfast: Continental Pool: Outdoor Internet: Complimentary | Restaurant: Nearby Meeting Cap.: 40 No. of Rooms: 50 | |

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| <u>Mansion View Inn & Suites</u> | | Rates: Standard | \$70.00 |
| 529 South 4th Street Springfield, IL 62701 Nearest Airport: Springfield - 4 Miles Courtesy Trans: N/A Fitness: No Website: www.mansionview.com | (217) 544-7411 (800) 252-1083 (217) 544-6211 (FAX) Amtrak: Springfield - 1 Mile Breakfast: Continental Pool: None Internet: Complimentary | Restaurant: Nearby Meeting Cap.: 50 No. of Rooms: 60 | |

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| <u>Microtel Inn & Suites</u> | | Rates: Standard | \$69.00 |
| 2636 Sunrise Drive Springfield, IL 62703 Nearest Airport: Springfield - 7 Miles Courtesy Trans: N/A Fitness: No Website: www.wyndhamhotels.com | (217) 753-2636 (888) 771-7171 (217) 753-9636 (FAX) Amtrak: Springfield - 4 Miles Breakfast: Continental Pool: Indoor Internet: Complimentary | Restaurant: Nearby Meeting Cap.: 25 No. of Rooms: 64 | |

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| <u>Northfield Inn & Suites</u> | | Rates: Standard | \$70.00 |
| 3280 Northfield Drive Springfield, IL 62702 Nearest Airport: Springfield - 10 Miles Courtesy Trans: Airport/Amtrak Fitness: Yes Website: www.northfieldinn.com | (217) 523-7900 (866) 577-7900 (217) 523-7273 (FAX) Amtrak: Springfield - 10 Miles Breakfast: Continental Pool: Indoor Internet: Complimentary | Restaurant: On Site Meeting Cap.: 500/250 No. of Rooms: 109 | |

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| <u>President Abe Lincoln, A DoubleTree Hotel</u> | | Rates: Standard | \$70.00 |
| 701 East Adams Street Springfield, IL 62701 Nearest Airport: Springfield - 10 Miles Courtesy Trans: Airport/Amtrak Fitness: Yes Website: www.presidentabrahamlincolnspringfield | (217) 544-8800 (866) 788-1860 (217) 544-8079 (FAX) Amtrak: Springfield - .5 Miles Breakfast: None Pool: Indoor Internet: Complimentary | Restaurant: On Site Meeting Cap.: 600/575 No. of Rooms: 310 | |

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| <u>Quality Inn & Suites</u> | | Rates: Standard | \$70.00 |
| 3442 Freedom Drive Springfield, IL 62704 Nearest Airport: Springfield - 6 Miles Courtesy Trans: N/A Fitness: No Website: www.choicehotels.com | (217) 787-2250 (800) 228-5150 (217) 863-2033 (FAX) Amtrak: 6 Miles Breakfast: Continental Pool: Indoor Internet: Complimentary | Restaurant: Adjacent Meeting Cap.: 20 No. of Rooms: 65 | |

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| <u>Ramada Springfield North</u> | | Rates: Standard | \$70.00 |
| 3281 Northfield Road Springfield, IL 62702 Nearest Airport: Springfield - 5 Miles Courtesy Trans: Airport/Amtrak Fitness: Yes Website: www.ramada.com | (217) 523-4000 (800) 2RAMADA (217) 523-4080 (FAX) Amtrak: Springfield - 5 Miles Breakfast: Full Pool: Indoor Internet: Complimentary | Restaurant: Nearby Meeting Cap.: 80/50 No. of Rooms: 97 | |

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| <u>Red Roof Inn</u> | | Rates: Standard | \$44.99 |
| 3200 Singer Avenue Springfield, IL 62703 Nearest Airport: Springfield - 7 Miles Courtesy Trans: N/A Fitness: No Website: www.redroof.com | (217) 753-4302 (800) REDROOF (217) 753-4391 (FAX) Amtrak: Springfield - 5 Miles Breakfast: None Pool: None Internet: Complimentary | Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 108 | |

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| <u>Route 66 Hotel & Conference Center</u> | | Rates: Standard | \$59.00 |
| 625 East St. Joseph Street Springfield, IL 62703 Nearest Airport: Springfield Courtesy Trans: N/A Fitness: No Website: www.rt66hotel.com | (217) 529-6626 (888) 707-8366 (217) 529-4666 (FAX) Amtrak: 5 Miles Breakfast: None Pool: Outdoor Internet: Complimentary | Restaurant: On Site Meeting Cap.: 400 No. of Rooms: 114 | |

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| <u>Sleep Inn</u> | | Rates: Standard | \$70.00 |
| 3470 Freedom Drive Springfield, IL 62704 Nearest Airport: Springfield - 7 Miles Courtesy Trans: N/A Fitness: No Website: www.choicehotels.com/hotel/IL133 | (217) 787-6200 (800) SLEEPINN (217) 787-6200 (FAX) Amtrak: Springfield - 7 Miles Breakfast: Full Pool: None Internet: Complimentary | Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 61 | |

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| <u>The State House Inn</u> | | Rates: Standard | \$70.00 |
| 101 East Adams Springfield, IL 62701 Nearest Airport: Springfield - 7 Miles Courtesy Trans: N/A Fitness: Yes Website: www.thestatehouseinn.com | (217) 528-5100 (800) 424-6423 (217) 528-4358 (FAX) Amtrak: Springfield - .5 Miles Breakfast: Full Pool: None Internet: Complimentary | Restaurant: Nearby Meeting Cap.: 225 No. of Rooms: 125 | |

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| <u>Wyndham Springfield City Centre</u> | | Rates: Standard | \$70.00 |
| 700 East Adams Street Springfield, IL 62702 Nearest Airport: Springfield - 3 Miles Courtesy Trans: Local Area Fitness: Yes Website: www.wyndham.com | (217) 789-1530 (877) 999-3223 (217) 789-0709 (FAX) Amtrak: Springfield - 0.5 Miles Breakfast: None Pool: Indoor Internet: Complimentary | | Restaurant: On-Site Meeting Cap.: 1,000/600 No. of Rooms: 369 |

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| Jo Daviess County | Tax Rate: 11% | Stockton |
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|---|---|------------------------|--|
| <u>Country Inn & Suites Stockton</u> | | Rates: Standard | \$60.00 |
| 200 Dillon Avenue Stockton, IL 61085 Nearest Airport: N/A Courtesy Trans: N/A Fitness: Yes Website: www.countryinns.com | (815) 957-6060 (800) 456-4000 (815) 947-9898 (FAX) Amtrak: N/A Breakfast: Full Pool: Indoor Internet: Complimentary | | Restaurant: Nearby Meeting Cap.: 40 No. of Rooms: 40 |

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| Dekalb County | Tax Rate: 11% | Sycamore |
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| <u>Country Inn & Suites by Carlson</u> | | Rates: Standard | \$60.00 |
| 1450 South Peace Road Sycamore, IL 60178 Nearest Airport: O'Hare - 60 Miles Courtesy Trans: N/A Fitness: Yes Website: www.countryinns.com/sycamore | (815) 895-8686 (800) 830-5222 (815) 895-8685 (FAX) Amtrak: Naperville - 38 Miles Breakfast: Full Pool: Indoor Internet: Complimentary | | Restaurant: Adjacent Meeting Cap.: 12 No. of Rooms: 73 |

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| Monroe County | Tax Rate: 11% | Waterloo |
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|---|---|------------------------|---|
| <u>Super 8 Motel of Waterloo</u> | | Rates: Standard | \$60.00 |
| 112 Warren Drive Waterloo, IL 62298 Nearest Airport: St. Louis - 45 Miles Courtesy Trans: N/A Fitness: Yes Website: www.super8.com | (618) 939-2020 (800) 800-8000 (618) 939-2029 (FAX) Amtrak: St. Louis - 40 Miles Breakfast: Continental Pool: None Internet: Complimentary | | Restaurant: Adjacent Meeting Cap.: N/A No. of Rooms: 45 |

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|------------------------|----------------------|--------------------|
| Franklin County | Tax Rate: 11% | Whittington |
|------------------------|----------------------|--------------------|

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| <u>Seasons at Rend Lake</u> | | Rates: Standard | \$60.00 |
| 12575 Golf Course Road Whittington, IL 62897 Nearest Airport: N/A Courtesy Trans: N/A Fitness: No Website: www.rendlake.org | (618) 629-2600 (800) 999-0977 (618) 629-2365 (FAX) Amtrak: DuQuoin - 25 Miles Breakfast: None Pool: Outdoor Internet: Complimentary | | Restaurant: On Site Meeting Cap.: 250 No. of Rooms: 46 |

LODGING EXCEPTIONS

State agencies may process requests for excessive lodging charges without approval from the Governor's Travel Control Board provided the request is in compliance with the travel rules. A request is considered in compliance if:

- In the City of Chicago and the City of Springfield, a minimum of five (5) Preferred hotels were contacted (i.e., hotels appearing in the latest Travel Guide for State Employees or subsequent Travel Updates).
- In all other areas within the State of Illinois -- a minimum of three (3) Preferred hotels were contacted. In all out-of-state locations, a minimum of three (3) properties were contacted.

For areas with less than three (3) hotels on the Preferred Hotel Listing, a minimum of three (3) budget to mid-price hotels must have been contacted (where available). Upscale or deluxe properties would not count as contacted properties unless they appear on the Preferred Hotel Listing. Lodging is only allowed at non-Preferred hotels if the rate offered is lower than the rates of preferred hotels in that particular area.

If the request is determined to be in compliance, agencies may process the claim provided:

- A note is placed in the "Comments" field on the travel voucher to reflect agency approval of the excessive lodging amount.
- Agencies maintain documentation of the justification for all excessive lodging approvals.

The following types of lodging requests **do require** written approval from the Governor's Travel Control Board prior to submitting a claim to the Office of the Comptroller for payment:

- All excessive lodging requests not in compliance with the travel rules.
- All requests for in-headquarters lodging expenses.
- All requests for unanticipated fees/charges assessed by hotels including: early departure fees, unused hotel room charges, etc. Energy fees/charges assessed by hotels are reimbursable and do not require an exception.

All requests submitted to the Travel Control Board **must** contain a detailed explanation of why the exception should be granted, and **must be personally signed** by the Agency Head. Requests will be returned that fail to meet these requirements.

Employees should check with their Agency Travel Coordinator for specific policies and procedures related to the exception process.

TRANSPORTATION

Section 3000.300 of the Travel Regulation Council rules states, "All travel shall be by the most economical mode of transportation available considering travel time, costs, and work requirements." To assist employees in selecting the appropriate mode of transportation, the following information is provided in regards to airlines, car rental companies, state-owned vehicles and Amtrak.

AIRLINES

Reservation/Booking Procedures

Employees are encouraged to use a variety of booking methods to ensure the lowest possible fare is obtained. Methods could include:

- Direct via airline toll-free number.
- Direct from airline via Internet site.
- Through an on-line reservation system such as Travelocity, Expedia, Orbitz, etc. **(NOTE: Fees charged by these on-line reservation systems are not reimbursable for flights between Chicago and Springfield, see Travel Update #04-05)**

Some airlines publish discounted airfares for state government travelers. These fares should always be checked when appropriate. State of Illinois employees are not eligible for published federal government fares. Any state agency or employee who accepts a federal government fare may be held liable for the difference in the cost of the federal fare and a standard coach fare (or any other fare chosen at the discretion of the airline).

Regardless of how an airline ticket is booked, employees should always know the restrictions and potential penalties applicable to the fare in case cancellation or change is necessary.

Airport Security

Due to heightened security measures, employees should allow extra time at airports. A number of factors will determine how far in advance of the scheduled departure time a traveler needs to arrive. These factors may include; size of the airport, type of ticket purchased (i.e., e-ticket, etc.), checked baggage required, etc. Smaller airports, such as Abraham Lincoln Capital Airport in Springfield, ask that passengers arrive one hour prior to the scheduled departure. Larger airports, such as O'Hare and Midway in Chicago, ask that passengers arrive at least 90 minutes prior to departure especially if a traveler needs to go to the check-in counter for any reason (i.e., check baggage, etc.). Some key points to remember:

- A government issued photo ID is required at check-in and at the security checkpoint. An Illinois driver's license or state agency issued photo ID is acceptable.
- If making a round-trip flight, be sure to obtain an itinerary and receipt. This will make the return trip easier at the security checkpoint.
- Only ticketed passengers are allowed beyond the security checkpoint.
- Travelers are advised to pack only what they need and should not pack any item that may raise suspicion or could be perceived as a dangerous object. These items would include; knives of any kind or size, mace, flammable liquids, etc. These items will be scrutinized and possibly confiscated at the security screening checkpoint. All baggage is subject to a thorough search.
- Travelers should be aware of items carried onto the plane. One carry-on bag is allowed plus one personal item (i.e., purse, briefcase, etc.). They are subject to the same screening process.

Travelers should be prepared to demonstrate the operation of electronic equipment such as cell phones, lap-tops, etc.

For additional information on airport security and the airline industry in general, employees may want to visit the following Web sites:

- U.S Dept. of Transportation – www.dot.gov/airconsumer
- U.S. Dept. of Transportation, Transportation Security Administration – www.tsa.dot.gov
- Federal Aviation Administration – www.faa.gov

The Transportation Security Administration site also contains links to individual airports where more specific information can be obtained.

Toll-Free Reservation Numbers and Internet Addresses

The following toll-free numbers and internet addresses may be used for general information and to make reservations on most major airlines.

| AIRLINE | TOLL-FREE NUMBER | INTERNET ADDRESS |
|--------------------------|-------------------------|--|
| Air Tran | 800-247-8726 | www.airtran.com |
| America West Airlines | 800-235-9292 | www.americawest.com |
| American Airlines | 800-433-7300 | www.aa.com |
| American Trans Air (ATA) | 800-435-9282 | www.ata.com |
| Continental Airlines | 800-525-0280 | www.continental.com |
| Delta Airlines | 800-221-1212 | www.delta.com |
| Frontier Airlines | 800-432-1359 | www.frontierairlines.com |
| Northwest Airlines | 800-225-2525 | www.nwa.com |
| Southwest Airlines | 800-435-9792 | www.southwest.com |
| United Airlines | 800-241-6522 | www.united.com |
| US Airways | 800-428-4322 | www.usairways.com |

Springfield/Chicago Route

The most common traveled route by state employees is between Springfield and Chicago.

- United Express and American Airlines offers service between Springfield and Chicago O'Hare.

United Express

Service Between: Abraham Lincoln Capital Airport and Chicago O'Hare International Airport

Rates: Varies depending on purchase date and type of fare purchased

Reservations:

- (800) 241-6522
- www.united.com

American Airlines

- (800) 433-7300
- www.aa.com

CAR RENTAL AGREEMENTS

The Governor's Travel Control Board has entered into an agreement with **Enterprise Rent-A-Car** to provide car rental service for traveling State of Illinois employees. This contract will be in effect until April 30, 2017.

The rates and services outlined below are applicable at all Enterprise Rent-A-Car locations throughout the State of Illinois (rates outlined below are not available at out of state locations).

| Car Class | Daily Rates | Weekly Rates |
|-----------------------------|--------------------|---------------------|
| Compact ** | 32.00 | 160.00 |
| Intermediate ** | 33.00 | 165.00 |
| Mini-van | 52.00 | 260.00 |
| Intermediate Sports Utility | 52.00 | 260.00 |
| 12-Passenger Van | 95.00 | 475.00 |
| 15-Passenger Van | 95.00 | 475.00 |

*** Preferred car classes by State of Illinois, other car classes need special approval.*

Terms and Conditions

- **Mileage Charges:** All vehicles classes include unlimited daily and weekly mileage.
- **Young Renter:** Enterprise will not assess an additional charge when a State of Illinois employee is between the ages of eighteen (18) and twenty-four (24), provided that the rate selected at the time of rental is a rate or discount specified in this Agreement and the employee is traveling on Official State of Illinois business.
- **One-Way Rentals:** Enterprise will not assess an additional charge for One-Way rentals.
- **GPS:** available at a special rate of \$8.95 per day. *(Employees may utilize this rate but must do so at their own expense. Employees will not be reimbursed by the State of Illinois for this expense).*
- **Collision Damage Waiver:** The State of Illinois rate includes full Collision Damage Waiver (CDW).
- **Liability:** When traveling within the State of Illinois, \$1,000,000.00 Liability Protection is included. When traveling to out of state location, coverage is provided by State of Illinois Risk Management.

Payment Methods

- Agencies may Direct Bill rentals under this agreement if pre-approved (see attached authorization form) or employees may pay with personal credit or debit card, or cash.

Reservations

- To guarantee type of vehicle requested, reservations should be made at least 24 hours in advance. However, advance reservations are not required. To receive the rates and services offered by Enterprise, the following account number must be used: **XZ15679**.
- Reservations may be made by calling 1-800-RENT-A-CAR (800-736-8222) or on the internet at: <http://www.enterprise.com>, Enter your Business Account number, **XZ15679**, and pin: **STA**.

Customer Pick-Up

- As an added convenience, state employees can call Enterprise for free customer pick-up service. Enterprise will pick up the employee at any location (within the area) and deliver them to the rental location to pick up the vehicle. When the vehicle is returned, Enterprise will return the employee to their desired location.

Refueling

- Employees must refuel rented vehicles prior to returning them to the rental location. *(If a vehicle is returned without the proper volume of fuel, the employee will be responsible for all refueling charges assessed and will not be eligible for reimbursement by the State of Illinois.)* **Employees are not allowed to utilize the Fuel Prepayment Option.**

Employees should always decline the loss/collision damage waiver insurance coverage offered.

AMTRAK

Amtrak provides train service to/from more than 30 cities throughout Illinois.

State employees receive discounted rates from Amtrak between Springfield and Chicago. The one-way Coach rate is \$21.00 (either direction). The State of Illinois rate of \$20.00 is available **Monday through Friday**. When traveling on a weekend travelers must ask for the lowest available fare. Because Amtrak frequently changes its schedule, exact departure and arrival times for the Springfield/Chicago route are not listed. Currently, Amtrak offers five (5) daily trips, in each direction, between Springfield and Chicago. Complete schedules for all Illinois cities served by Amtrak may be obtained at a local Amtrak station, by calling the Illinois Department of Transportation, Bureau of Railroads, at (217) 782-4981.

Amtrak requires passengers to make advance reservations for all trains serving the State of Illinois. To ensure seat availability, employees should call Amtrak prior to the intended date of travel. State employees will not be penalized for canceling or changing reservations.

Tickets obtained at an Amtrak station must be purchased with a personal debit or credit card, or cash. Amtrak does not accept direct billing methods.

Reservations:

- Amtrak Nationwide: (800) USA-RAIL
- Springfield Station: (217) 753-2013
- Chicago Station: (312) 558-1075

Employees may use obtain additional information on Amtrak locations and routes through the Internet at www.amtrak.com. **However, the \$21.00 government fare for travel between Springfield and Chicago may not be purchased on the Internet site and is not available on Saturday and Sunday.**

TRAVEL VOUCHERS

To assist your agency and the Office of the Comptroller in reviewing and processing travel vouchers, there are a number of guidelines you should follow.

Sections 2800.240 and 2800.250 of the Governor's Travel Control Board rules outlines the proper method to complete and submit travel vouchers.

- If possible, travel vouchers (Form C-10) should be typed or produced electronically. If a handwritten voucher is to be submitted, be sure to print hard and write legibly.
- The purpose of the travel, employee headquarters and residence, applicable points of departure, destination, dates, and times, are all vital to an expedient processing of the voucher.
- Accurate mileage calculations must be noted on the voucher if a personal vehicle is used. Travel Update 07-01 outlines acceptable methods to record mileage reimbursement calculations.
- Required receipts must be attached to the voucher. Receipts should clearly indicate travel vendor, dates, times, dollar amounts, etc.
- All travel vouchers should contain the appropriate authorizing signatures prior to submission to the Comptroller.

Travel falls under four separate detail object codes. It is important that the voucher indicate the appropriate code for the travel.

Code Purpose

- 1291 In-State Travel -- Reimbursements to Employees.
- 1292 Out-of-State Travel -- Reimbursements to Employees.
- 1293 In-State Travel -- Payments to Vendors.
- 1294 Out-of-State Travel -- Payments to Vendors.
- 1295 Personal Mileage Reimbursement

The purpose of the travel voucher is to make claim for reimbursement for travel expenses incurred while on travel status. Only expenses related to the travel should appear on a voucher, including: transportation expenses, mileage, lodging, meals, parking, tolls, etc. In addition, certain miscellaneous expenses can be claimed as defined in Section 3000.600(a) of the Travel Regulation Council rules.