

A TRAVEL GUIDE FOR STATE OF ILLINOIS EMPLOYEES

FY 2013



Prepared by

**The Governor's Travel
Control Board**

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TRAVEL GUIDE FOR STATE EMPLOYEES

July 1, 2012

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:

Kelley Wells
State Travel Coordinator
Governor's Travel Control Board
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William G. Stratton Building
Springfield, Illinois 62706

Thank you for your continued cooperation and support,

Sincerely,



Malcolm Weems
Chairman
Governor's Travel Control Board

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

July 1, 2012

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TRAVEL REGULATION COUNCIL

The following rules have been promulgated by the Illinois Travel Regulation Council. The Council has the authority to oversee travel by all employees of the State of Illinois. These rules are to be followed by all State employees.

TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES SUBTITLE 1: GENERAL TRAVEL CONTROL CHAPTER IV: TRAVEL REGULATION COUNCIL

PART 3000 THE TRAVEL REGULATION COUNCIL

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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.

TRAVEL REGULATION COUNCIL RULES TEXT OF ADOPTED RULES

SUBPART A: GENERAL

Section 3000.100 Authority

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

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.

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 questions 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 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.

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 the status will file negative reports.
- c) The Travel Control Boards shall prescribe procedures for headquarters designation for Agency Heads under their respective jurisdictions.

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.

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].

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 such 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 such 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 while 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 such 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 such 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 U.S.C. 5707(b)(2) and is shown in Appendix A, Reimbursement Schedule. However, in the event the rate set under federal regulations changes during the course of the State's fiscal year, the effective date of the new rate shall be the July 1 immediately following the change in the federal rate.
(NOTE: P.A. 96-240 amended Section 12-2 of The State Finance Act to make any increase or decrease to the reimbursement rate effective on the same date the federal rate increases or decreases, and removed the July 1st effective date. 30 ILCS 105/12-2. Accordingly, 3000.300(f)(2) as it appears above does not reflect the current law and is subject to amendment to reflect these changes.)

- 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. Such certification 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 individual Boards, but shall not exceed the rate set by the Federal Government pursuant to 5 U.S.C. 5707(b)(2) (1994 edition, Government Printing Office) and 41 CFR 301-4.2(a)(2), as revised (May 23, 1996, Federal Register, Vol. 61 #101, Government Printing Office). No later amendments or editions shall act to vary this rate.

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)].

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 use of employee owned or controlled housing while on travel status.

SUBPART E: PER DIEM - MEALS

Section 3000.500 Per Diem Allowances

- 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 rules 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 Allowances

- 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 a 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.
(NOTE: Employees under the jurisdiction of Governor's Travel Control Board please see Travel Update 12-06.)
- 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 the close of business, but before 6:30 p.m. dinner reimbursement is allowed if the traveler would not be eligible for per diem.
(NOTE: Employees under the jurisdiction of Governor's Travel Control Board please see Travel Update 12-06.)

SUBPART F: MISCELLANEOUS RULES

Section 3000.600 Reimbursable and Nonreimbursable 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 nonreimbursable 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 is 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 Nonrequired 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.

Section 3000. Appendix A Reimbursement Schedule

(NOTE: See Page 18, Section 2800.Appendix A -- Reimbursement Schedule, for rates applicable to employees under the jurisdiction of the Governor's Travel Control Board.)

GOVERNOR'S TRAVEL CONTROL BOARD

The Governor's Travel Control Board has promulgated the following rules. The rules are applicable to only those employees under the jurisdiction of the Governor's Travel Control Board as authorized by the State Finance Act (30 ILCS 105/12-1, 12-2, and 12-3) and the Travel Regulation Council (80 Ill. Adm. Code 3000).

**TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES
SUBTITLE I: GENERAL TRAVEL CONTROL
CHAPTER 1: DEPARTMENT OF CENTRAL MANAGEMENT SERVICES/
GOVERNOR'S TRAVEL CONTROL BOARD**

**PART 2800
TRAVEL**

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2800.100	Definitions
2800.110	Application and Interpretation

SUBPART B: TRAVEL CONTROL SYSTEM

Section	
2800.200	Travel Control System
2800.210	Travel Coordinator
2800.220	Travel Authority
2800.230	Government Charge Cards
2800.235	Expenses at Headquarters or Residence
2800.240	Preparation and Submission of Travel Vouchers
2800.250	Approval and Submission of Travel Vouchers
2800.260	Items Directly Billed
2800.270	Conference Registration Fees

SUBPART C: TRANSPORTATION EXPENSES

Section	
2800.300	Incidental Expenses for Private and State Owned Automobiles

SUBPART D: LODGING

Section	
2800.400	Conference Lodging
2800.410	Employee Owned or Controlled Housing

SUBPART E: PER DIEM - MEALS

Section
2800.500 Conference Meals

SUBPART F: MISCELLANEOUS RULES

Section
2800.600 Lack of Receipts
2800.650 Headquarter Designation for Agency Heads

SUBPART G: EXCEPTIONS TO THE RULES

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

Appendix A Reimbursement Schedule

AUTHORITY: Implementing and authorized by Sections 12, 12-1, 12-2, and 12-3 of the State Finance Act [30 ILCS 105/12, 12-1, 12-2 and 12-3] and authorized by the Travel Regulation Council (80 Ill. Adm. Code 3000).

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.

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.

"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).

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 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

- a) Agencies are encouraged to establish a Government Charge Card travel expense payment system in accordance with the agreement negotiated by the Governor's Travel Control Board.
- b) An employee who direct bills State travel expenses at least four (4) times per year should be issued a Government Charge Card.
- c) The Government Charge Card may only be used for business related travel expenses, specifically, transportation, lodging, meals, and other expenses considered reimbursable under this Part or under the rules of the Travel Regulation Council (80 Ill. Adm. Code 3000, Subparts C, D, E, and F). Reimbursements to the employee for charges paid for with the Government Charge Card may not exceed the amounts specified in the Reimbursement Schedule (found in the rules of the Travel Regulation Council).
- d) Agencies are responsible for monitoring the travel expense payment system to ensure compliance with this Part and the rules of the Council and the terms of the agreement. Misuse or abuse of the Government Charge Card may result in disciplinary action.

(NOTE: At the time the FY13 Travel Guide for State Employees, there is not a contract for a Government Charge Card in place.)

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 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.

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.

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. The Government Charge Card system specified under Section 2800.230 should be implemented to achieve this.
- 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.

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 the location of the work at a temporary duty station are such that suitable meals cannot be procured there, the expense 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 needs.
- 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 the 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.

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 the 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 amount paid will be accepted.

Section 2800.650 Headquarter Designation for Agency Heads

All Agency Heads shall be headquartered at a 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.

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 or individuals in a single agency.
- b) Travel outside the contiguous United States requires the approval of the Chairman of the Governor's Travel Control Board prior to such travel. All requests shall be submitted at least 30 days in advance of the departure date. Requests shall be in writing with approval/disapproval based on necessity. To show necessity, the Agency Head must describe how the travel relates to a function of the agency, must state why the particular individuals were selected, must verify that the least costly reasonable means of travel was selected and must personally sign the request. Unless the travel is patently nonessential or clearly excessive as to cost, approval will be given.

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 noncompliance, and why the request should be granted.
- b) In all cases of requests for approval for payment of hotel rates which exceed the maximum rate 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 is 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 2800.400.

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 \$0.56.5/mile (effective January 1, 2013)	(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 County of Cook (see 3000.400(b) of the Travel Regulation Council Rules)	\$130.00 *
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		
3000.400(b) of the Travel	<i>District of Columbia</i> (includes the cities	(See Section
Fairfax,	Regulation Council Rules and Travel Update	of Alexandria, Falls Church, and
	the counties of Arlington, Loudoun, and	07-03 for Clarification) *
	Fairfax in Virginia; and the counties of	
	Montgomery and Prince Georges in	
	Maryland)	
	<i>New York City</i> (includes the boroughs	\$110.00
	of the Bronx, Brooklyn, Manhattan,	
	Queens, and Staten Island; Nassau	
	and Suffolk Counties)	
	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 Cook County (on the Preferred Hotel Listing) have agreed to offer state employees rates of \$130.00 or less for Fiscal Year 2013. Employees should always attempt to obtain a room at or below \$130.00 at hotels in Cook County.

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

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 2013 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.

Preferred Hotel Listing

The Governor's Travel Control Board has negotiated discounted lodging rates with a total of 268 hotels. The Preferred Hotel Listing has been separated into four primary categories:

AREA	NUMBER OF HOTELS
Chicago Metro	
City of Chicago	28
Suburban Cook County, counties of DuPage, Kane, Lake, McHenry and Will	102
Chicago Area Airports	
Midway	9
O'Hare	7
Downstate Illinois	
City of Springfield	18
All other downstate IL areas	104

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.

Payment Methods

Employees may use a personal credit or debit card to pay for lodging charges. Many hotels do not accept direct billing. Direct billing is solely at the discretion of the hotel. If direct billing is required, employees should inquire when making reservations.

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.

Parking

Parking charges listed reflect the rates provided by the hotel to the Governor's Travel Control Board at the time the agreement was signed. These rates are subject to change.

Negotiated Rates

The negotiated rates shown are valid July 1, 2012 - June 30, 2013.

Internet Addresses

Internet addresses, either for the hotel specifically or for the chain it represents, have been included for each property if available. 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 2013 Preferred Hotel Listing

Cook County

Tax Rate: 12%

Alsip

Baymont Inn Alsip

12801 South Cicero Avenue
 Alsip, IL 60803
 Nearest Airport: Midway - 8 Miles
 Courtesy Trans: Local Area
 Fitness: Yes
 Website: www.baymontinns.com

(708) 597-3900
 (888) BAYMONT
 (708) 597-3979 (FAX)
 Amtrak: Blue Island - 7 Miles
 Breakfast: Continental
 Pool: None
 Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Nearby
 Meeting: 30/20
 Parking: Free
 No. of: 100

Cook County

Tax Rate: 11%

Arlington Heights

Holiday Inn Express

2120 South Arlington Heights Road
 Arlington Heights, IL 60005
 Nearest Airport: O'Hare - 3 Miles
 Courtesy Trans: 5 Mile Radius/Airport
 Fitness: Yes
 Website: www.Holidayinnexpress.com

(847) 593-9400
 (800) 315-2621
 (847) 593-3632 (FAX)
 Amtrak: N/A
 Breakfast: Continental
 Pool: N/A
 Internet: Complimentary

Rates: **Standard \$80.00**

Restaurant: Nearby
 Meeting: 50
 Parking: Free
 No. of: 125

Red Roof Inn

22 West Algonquin Road
 Arlington Heights, IL 60005
 Nearest Airport: O'Hare - 9 Miles
 Courtesy Trans: N/A
 Fitness: No
 Website: www.redroof.com

(847) 228-6650
 (800) REDROOF
 (847) 228-6709 (FAX)
 Amtrak: N/A
 Breakfast: None
 Pool: None
 Internet: Complimentary

Rates: **Standard \$49.99**

Restaurant: Nearby
 Meeting: N/A
 Parking: Free
 No. of: 136

Wingate by Wyndham

2112 South Arlington Heights Road
 Arlington Heights, IL 60005
 Nearest Airport: O'Hare - 6 Miles
 Courtesy Trans: O'Hare
 Fitness: Yes
 Website: www.wingateohare.com

(847) 434-0300
 (800) 228-1000
 (847) 434-0419 (FAX)
 Amtrak: N/A
 Breakfast: Continental
 Pool: None
 Internet: Complimentary

Rates: **Standard \$99.00**

Restaurant: Nearby
 Meeting: 54/36
 Parking: Free
 No. of: 80

Kane County

Tax Rate: 9%

Aurora

Comfort Suites

111 North Broadway
 Aurora, IL 60505
 Nearest Airport: Midway - 34 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.comfortsuitesaurora.com

(630) 896-2800
 (866) 896-2888
 (630) 896-2887 (FAX)
 Amtrak: N/A
 Breakfast: Full
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$80.00**

Restaurant: Adjacent
 Meeting: 60/30
 Parking: Free
 No. of: 82

Will County**Tax Rate: 16%****Bolingbrook****Holiday Inn**

205 Remington Boulevard
 Bolingbrook, IL 60440
 Nearest Airport: Midway - 17 Miles
 Courtesy Trans: 5 Mile Radius
 Fitness: Yes
 Website: www.holidayinn.com/bolingbrook

(630) 679-1600
 (800) HOLIDAY
 (630) 679-1616 (FAX)
 Amtrak: N/A
 Breakfast: None
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$76.00**

Restaurant: On Site
 Meeting: 500/200
 Parking: Free
 No. of: 145

La Quinta Inn Bolingbrook

225 West South Frontage Road
 Bolingbrook, IL 60440
 Nearest Airport: Midway - 18 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.lq.com

(630) 226-0000
 (800) 531-5900
 (630) 226-1111 (FAX)
 Amtrak: N/A
 Breakfast: Continental
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$74.00**

Restaurant: Nearby
 Meeting: 35
 Parking: Free
 No. of: 99

Lake County**Tax Rate: 11%****Buffalo Grove****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.extendedstayhotels.com

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

Rates: **Standard \$77.00**

Restaurant: Adjacent
 Meeting: N/A
 Parking: Free
 No. of: 123

Wyndham Garden Buffalo Grove

900 West Lake Cook Road
 Buffalo Grove, IL 60089
 Nearest Airport: O'Hare - 14 Miles
 Courtesy Trans: Local Area
 Fitness: Yes
 Website: www.wyndham.com

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

Rates: **Standard \$70.00**

Restaurant: On Site
 Meeting: 80
 Parking: Free
 No. of: 155

Cook County**Tax Rate: 10%****Burr Ridge****Chicago Marriott Southwest at Burr Ridge**

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
 (888) 236-2427
 (630) 986-4299 (FAX)
 Amtrak: LaGrange - 5 Miles
 Breakfast: None
 Pool: Indoor
 Internet: 13.50/Day

Rates: **Standard \$130.00**

Restaurant: On Site
 Meeting: 900/450
 Parking: Free
 No. of: 184

Extended Stay America Chicago Burr Ridge

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

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

Rates: **Standard \$64.99**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 119

Quality Inn & Conference Center

300 South Frontage Road
Burr Ridge, IL 60527
Nearest Airport: Midway - 12 Miles
Courtesy Trans: 7 Mile Radius
Fitness: Yes
Website: www.choicehotels.com/hotel/il379

(630) 325-2900
(800) 424-6423
(630) 325-8907 (FAX)
Amtrak: Hinsdale - 4 Miles
Breakfast: Buffet
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$80.00**

Restaurant: On Site
Meeting: 400/200
Parking: Free
No. of: 120

Cook County

Tax Rate: 16.4%

Chicago

Acme Hotel Company Chicago

15 East Ohio Avenue
Chicago, IL 60611
Nearest Airport: Midway - 15 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.chicagocomfortinn.com

(312) 894-0800
(888) 889-0080
(312) 894-0999 (FAX)
Amtrak: Union Station - .5 Miles
Breakfast: Continental
Pool: None
Internet: Complimentary

Rates: **Standard \$130.00**

Restaurant: Adjacent
Meeting: 12
Parking: 25.00/Day
No. of: 130

Amalfi Hotel Chicago

20 West Kinzie Street
Chicago, IL 60610
Nearest Airport: Midway - 12 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.amalfihotelchicago.com

(312) 395-9000
(877) 262-5341
(312) 395-9001 (FAX)
Amtrak: Union Station - 2 Miles
Breakfast: Continental
Pool: None
Internet: Complimentary

Rates: **Standard \$130.00**

Restaurant: Adjacent
Meeting: 66/36
Parking: 47.00/Day
No. of: 215

Avenue Crowne Plaza Chicago Downtown

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
(800) AVE5110
(312) 787-6093 (FAX)
Amtrak: Union Station - 2 Miles
Breakfast: None
Pool: Outdoor
Internet: 9.99/Day

Rates: **Standard \$130.00**

Restaurant: On Site
Meeting: 200/120
Parking: 50.00/Day
No. of: 350

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
(877) 305-HOTEL
(312) 225-2396 (FAX)
Amtrak: Union Station - .5 Miles
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard \$130.00**

Restaurant: On Site
Meeting: 200/100
Parking: Free
No. of: 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 \$130.00**

Restaurant: On Site
Meeting: 750/325
Parking: 39.00/Day
No. of: 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) 660-2411
(312) 573-0573 (FAX)
Amtrak: Union Station - 2 Miles
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$130.00**

Restaurant: On Site
Meeting: 280/175
Parking: 54.00/Day
No. of: 306

Crowne Plaza Chicago Metro

733 West Madison
Chicago, IL 60661
Nearest Airport: Midway - 13 Miles
Courtesy Trans: 1 Mile Radius
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 \$130.00**

Restaurant: On Site
Meeting: 400/250
Parking: 36.00/Day
No. of: 398

Hard Rock Hotel Chicago

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: 9.95/Day

Rates: **Standard \$130.00**

Restaurant: On Site
Meeting: 300/198
Parking: 48.00/Day
No. of: 381

Holiday Inn Chicago Mart Plaza

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

Rates: **Standard \$130.00**

Restaurant: On Site
Meeting: 900/450
Parking: 39.00/Day
No. of: 521

Hotel 71 Chicago

71 East Wacker Drive
Chicago, IL 60601
Nearest Airport: Midway - 12 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.hotel71.com

(312) 346-7100
(800) 621-4005
(312) 346-1721 (FAX)
Amtrak: Union Station - 1 Mile
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard \$130.00**

Restaurant: On Site
Meeting: 250/120
Parking: 49.00/Day
No. of: 357

Hotel Allegro

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

Rates: **Standard** \$130.00

Restaurant: On Site
 Meeting: 400/150
 Parking: 49.00/Day
 No. of: 483

Hotel Burnham Chicago

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

Rates: **Standard** \$130.00

Restaurant: On Site
 Meeting: 500
 Parking: 49.00/Day
 No. of: 261

Hotel Indigo

1244 North Dearborn Parkway
 Chicago, IL 60610
 Nearest Airport: Midway - 15 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.hotelindigo.com/chicago

(312) 787-4980
 (800) 245-1258
 (312) 266-0978 (FAX)
 Amtrak: Union Station - 2 Miles
 Breakfast: None
 Pool: None
 Internet: Complimentary

Rates: **Standard** \$130.00

Restaurant: On Site
 Meeting: 50
 Parking: 39.00/Day
 No. of: 165

Hotel Monaco Chicago

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

Rates: **Standard** \$130.00

Restaurant: On Site
 Meeting: 500
 Parking: 49.00/Day
 No. of: 261

Hotel Palomar Chicago

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

Rates: **Standard** \$130.00

Restaurant: On Site
 Meeting: 500
 Parking: 49.00/Day
 No. of: 261

Hyatt Regency

151 East Wacker Drive
 Chicago, IL 60601
 Nearest Airport: Midway - 12 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.chicago.hyatt.com

(312) 565-1234
 (800) 233-1234
 (312) 565-2966 (FAX)
 Amtrak: Union Station - 2 Miles
 Breakfast: None
 Pool: None
 Internet: 11.95/Day

Rates: **Standard** \$130.00

Restaurant: On Site
 Meeting: 3,000/1,500
 Parking: 52.00/Day
 No. of: 2019

LaQuinta Inn & Suites - Chicago Downtown

1 South Franklin Street
Chicago, IL 60606
Nearest Airport: Midway - 11 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.lq.com

(312) 558-1020
(800) 753-3757
(312) 558-1014 (FAX)
Amtrak: Union Station - 4 Blocks
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$130.00**

Restaurant: Adjacent
Meeting: 80/60
Parking: 40.00/Day
No. of: 241

Millennium Knickerbocker

163 East Walton
Chicago, IL 60611
Nearest Airport: Midway - 13 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.knickerbockerhoel.com

(312) 751-8100
(800) 621-8140
(312) 751-9205 (FAX)
Amtrak: Union Station - 2.5 Miles
Breakfast: None
Pool: None
Internet: 9.95/Day

Rates: **Standard \$130.00**

Restaurant: On Site
Meeting: 600/250
Parking: 54.00/Day
No. of: 306

Radisson Blu Aqua Hotel Chicago

221 North Columbus Drive
Chicago, IL 60601
Nearest Airport: Midway - 13 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.radissonbluchicago.com

(312) 565-5258
(800) 333-3333
(312) 540-3878 (FAX)
Amtrak: Union Station - 1.5 Miles
Breakfast: None
Pool: Indoor/Outdoor
Internet: Complimentary

Rates: **Standard \$130.00**

Restaurant: On Site
Meeting: 1000/500
Parking: 53.00/Day
No. of: 334

Renaissance Blackstone Chicago Hotel

636 South Michigan Avenue
Chicago, IL 60605
Nearest Airport: Midway - 14 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.marriott.com

(312) 447-0955
(800) 468-3571
(312) 765-0545 (FAX)
Amtrak: Union Station - 1.5 Miles
Breakfast: None
Pool: None
Internet: 12.95/Day

Rates: **Standard \$130.00**

Restaurant: On Site
Meeting: 383/199
Parking: 55.00/Day
No. of: 328

Sheraton Chicago Hotel & Towers

301 East North Water Street
Chicago, IL 60611
Nearest Airport: Midway - 12 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.sheratonchicago.com

(312) 464-1000
(800) 233-4100
(312) 464-9140 (FAX)
Amtrak: Union Station - 2 Miles
Breakfast: None
Pool: Indoor
Internet: 9.95/Day

Rates: **Standard \$130.00**

Restaurant: On Site
Meeting: 4,800
Parking: 51.00/Day
No. of: 1209

Silversmith Hotel & Suites

10 South Wabash Avenue
Chicago, IL 60603
Nearest Airport: Midway - 11 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.silversmithhotel.com

(312) 795-6500
(800) 979-0084
(312) 372-7320 (FAX)
Amtrak: Union Station - 0.5 Miles
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard \$130.00**

Restaurant: On Site
Meeting: 150/60
Parking: 49.00/Day
No. of: 143

Swissotel

323 East Wacker Drive
Chicago, IL 60601
Nearest Airport: Midway - 12 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.swissotel.com

(312) 565-0565
(888)-73SWISS
(312) 565-0540 (FAX)
Amtrak: Union Station - 2 Miles
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$130.00**

Restaurant: On Site
Meeting: 500/375
Parking: 55.00/Day
No. of: 661

The WIT Chicago DoubleTree

201 North State Street
Chicago, IL 60601
Nearest Airport: Midway - 11 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.thewithotel.com

(312) 467-0200
(866) 318-1514
(312) 467-0202 (FAX)
Amtrak: Union Station - 1 Mile
Breakfast: None
Pool: None
Internet: 13.00/Day

Rates: **Standard \$130.00**

Restaurant: On Site
Meeting: 200/140
Parking: 50.00/Day
No. of: 278

Tremont Hotel Chicago

100 East Chestnut
Chicago, IL 60611
Nearest Airport: Midway - 13 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.tremontchicago.com

(312) 924-2511
(888) 627-8281
(312) 943-5480 (FAX)
Amtrak: Union Station - 1.5 Miles
Breakfast: Continental
Pool: None
Internet: Complimentary

Rates: **Standard \$130.00**

Restaurant: On Site
Meeting: 125
Parking: 54.00/Day
No. of: 135

W Chicago City Center

172 West Adams Street
Chicago, IL 60603
Nearest Airport: Midway - 11 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.whothels.com

(312) 332-1200
(877) WHOTELS
(312) 332-5909 (FAX)
Amtrak: Union Station - 1 Mile
Breakfast: None
Pool: None
Internet: 14.95/Day

Rates: **Standard \$130.00**

Restaurant: On Site
Meeting: 100
Parking: 55.00/Day
No. of: 377

Westin Chicago River North

320 North Dearborn Avenue
Chicago, IL 60610
Nearest Airport: Midway - 12 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.westinchicago.com

(312) 744-1900
(800) 233-4100
(312) 527-2550 (FAX)
Amtrak: Union Station - 1 Mile
Breakfast: None
Pool: None
Internet: 9.95/Day

Rates: **Standard \$130.00**

Restaurant: On Site
Meeting: 700
Parking: 52.00/Day
No. of: 424

Westin Michigan Avenue

909 North Michigan Avenue
Chicago, IL 60611
Nearest Airport: Midway - 13 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.westin.com/michiganave

(312) 943-7200
(800) WESTIN1
(312) 943-9347 (FAX)
Amtrak: Union Station - 2 Miles
Breakfast: None
Pool: None
Internet: 12.95/Day

Rates: **Standard \$130.00**

Restaurant: On Site
Meeting: 1,500/750
Parking: 59.00/Day
No. of: 752

McHenry County**Tax Rate: 11%****Crystal Lake****Comfort Inn**

595 Tracy Trail
 Crystal Lake, IL 60014
 Nearest Airport: O'Hare - 41 Miles
 Courtesy Trans: Local Area
 Fitness: Yes
 Website: www.comfortinncrystallake.com

(815) 444-0040
 (800) 4CHOICE
 (815) 444-6911 (FAX)
 Amtrak: Glenview - 29 Miles
 Breakfast: Full
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$69.00**

Restaurant: Nearby
 Meeting: N/A
 Parking: Free
 No. of: 57

Country Inn & Suites

600 Tracy Trail
 Crystal Lake, IL 60014
 Nearest Airport: O'Hare - 30 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.countryinns.com

(815) 477-3500
 (800) 456-4000
 (815) 477-0189 (FAX)
 Amtrak: Chicago - 45 Miles
 Breakfast: Full
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$80.00**

Restaurant: Nearby
 Meeting: 70
 Parking: Free
 No. of: 80

DuPage County**Tax Rate: 11%****Darien****Extended Stay America Chicago Darien**

2345 Sokol Court
 Darien, IL 60561
 Nearest Airport: Midway - 15 Miles
 Courtesy Trans: N/A
 Fitness: No
 Website: www.extendedstayhotels.com

(630) 985-4708
 (800) EXTSTAY
 (630) 985-4709 (FAX)
 Amtrak: N/A
 Breakfast: None
 Pool: None
 Internet: Complimentary

Rates: **Standard \$64.99**

Restaurant: Nearby
 Meeting: None
 Parking: Free
 No. of: 104

Cook County**Tax Rate: 12%****Deerfield****Red Roof Inn**

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

Rates: **Standard \$49.99**

Restaurant: Nearby
 Meeting: 20
 Parking: Free
 No. of: 118

Dupage County**Tax Rate: 10.5%****Downers Grove****Extended Stay America**

3150 Finley Road
 Downers Grove, IL 60515
 Nearest Airport: O'Hare - 2 Miles
 Courtesy Trans: N/A
 Fitness: No
 Website: www.extendedstayhotels.com

(630) 810-4124
 (800) 398-7829
 (630) 810-9285 (FAX)
 Amtrak: N/A
 Breakfast: None
 Pool: None
 Internet: Complimentary

Rates: **Standard \$59.99**

Restaurant: Nearby
 Meeting: N/A
 Parking: Free
 No. of: 154

Holiday Inn Express Chicago

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) 315-2621
(630) 810-0059 (FAX)
Amtrak: Downers Grove - 2.5 Miles
Breakfast: Continental
Pool: None
Internet: Complimentary

Rates: **Standard \$80.00**

Restaurant: Nearby
Meeting: 50
Parking: Free
No. of: 121

Red Roof Inn

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

Rates: **Standard \$54.99**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 108

Kane County

Tax Rate: 10.5%

Elgin

Candlewood Suites Elgin

1780 Capital Street
Elgin, IL 60124
Nearest Airport: N/A
Courtesy Trans: None
Fitness: Yes
Website: www.candlewood.com

(847) 888-0600
(877) 660-8543
(847) 531-2701 (FAX)
Amtrak: Naperville - 19 Miles
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard \$77.00**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 88

Country Inn & Suites

2270 Point Boulevard
Elgin, IL 60123
Nearest Airport: O'Hare - 26 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

Rates: **Standard \$74.00**

Restaurant: Adjacent
Meeting: 30/25
Parking: Free
No. of: 97

Hampton Inn

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

Rates: **Standard \$80.00**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 108

Quality Inn

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

Rates: **Standard \$65.00**

Restaurant: Nearby
Meeting: 10
Parking: Free
No. of: 78

Cook County**Tax Rate: 12%****Elk Grove Village****Country Inn & Suites Elk Grove Village**

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 - 22 Miles
 Breakfast: Full
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$92.00**

Restaurant: Adjacent
 Meeting: 1000
 Parking: Free
 No. of: 104

Dupage County**Tax Rate: 10%****Elmhurst****Extended Stay America Elmhurst**

550 West Grand Avenue
 Elmhurst, IL 60127
 Nearest Airport: O'Hare - 9 Miles
 Courtesy Trans: N/A
 Fitness: No
 Website: www.extendedstay.com

(630) 530-4353
 (800) 398-7829
 (630) 530-4345 (FAX)
 Amtrak: Glenview - 4 Miles
 Breakfast: None
 Pool: None
 Internet: Complimentary

Rates: **Standard \$74.99**

Restaurant: Adjacent
 Meeting: N/A
 Parking: Free
 No. of: 117

DuPage County**Tax Rate: 11%****Glen Ellyn****Crowne Plaza Glen Ellyn-Lombard**

1250 Roosevelt Road
 Glen Ellyn, IL 60137
 Nearest Airport: O'Hare - 21 Miles
 Courtesy Trans: 7 Mile Radius
 Fitness: Yes
 Website: www.cpglenellyn.com

(630) 629-6000
 (630) 613-1245
 (630) 629-0025 (FAX)
 Amtrak:
 Breakfast: None
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$80.00**

Restaurant: On Site
 Meeting: 300/170
 Parking: Free
 No. of: 119

Cook County**Tax Rate: 12%****Glenview****Courtyard Glenview**

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: 5 Miles
 Breakfast: Full
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$89.00**

Restaurant: On Site
 Meeting: 40/25
 Parking: Free
 No. of: 149

Travelodge Glenview

1625 Milwaukee Avenue
 Glenview, IL 60025
 Nearest Airport: O'Hare - 8 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.travelodge.com

(847) 635-8300
 (888) 637-4859
 (847) 635-8166 (FAX)
 Amtrak: Glenview - 4 Miles
 Breakfast: Continental
 Pool: None
 Internet: Complimentary

Rates: **Standard \$65.00**

Restaurant: Adjacent
 Meeting: 10
 Parking: Free
 No. of: 385

Lake County**Tax Rate: 11%****Gurnee****Country Inn & Suites by Carlson**

5420 Grand Avenue
 Gurnee, IL 60031
 Nearest Airport: O'Hare - 40 Miles
 Courtesy Trans: N/A
 Fitness: No
 Website: www.countryinns.com

(847) 625-9700
 (800) 596-2375
 (847) 625-4251 (FAX)
 Amtrak: Glenview - 20 Miles
 Breakfast: Full
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$74.00**

Restaurant: Nearby
 Meeting: 75
 Parking: Free
 No. of: 68

Extended Stay America Chicago Gurnee

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

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

Rates: **Standard \$74.99**

Restaurant: Nearby
 Meeting: N/A
 Parking: Free
 No. of: 101

Gurnee Comfort Inn

6080 Gurnee Mills Circle E.
 Gurnee, IL 60031
 Nearest Airport: O'Hare - 35 Miles
 Courtesy Trans: N/A
 Fitness: No
 Website: www.tharaldson.com

(847) 855-8866
 (800) 424-6423
 (847) 855-0943 (FAX)
 Amtrak: N/A
 Breakfast: Continental
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$64.00**

Restaurant: Nearby
 Meeting: 10
 Parking: Free
 No. of: 63

Dupage County**Tax Rate: 9%****Hanover Park****Extended Stay America Chicago - Hanover Park**

1075 Lake Street
 Hanover Park, IL 60133
 Nearest Airport: O'Hare - 25 Miles
 Courtesy Trans: N/A
 Fitness: No
 Website: www.extendedstayhotels.com

(630) 893-4823
 (800) 398-7829
 (630) 893-4824 (FAX)
 Amtrak: Union Station - 25 Miles
 Breakfast: None
 Pool: None
 Internet: Complimentary

Rates: **Standard \$69.99**

Restaurant: Nearby
 Meeting: N/A
 Parking: Free
 No. of: 104

Cook County**Tax Rate: 9%****Hillside****Extended Stay America Chicago - Hillside**

4575 Frontage Road
 Hillside, IL 60162
 Nearest Airport: O'Hare - 25 Miles
 Courtesy Trans: N/A
 Fitness: No
 Website: www.extendedstayhotels.com

(708) 544-4409
 (800) 398-7829
 (708) 544-4611 (FAX)
 Amtrak: Union Station - 20 Miles
 Breakfast: None
 Pool: None
 Internet: Complimentary

Rates: **Standard \$77.00**

Restaurant: Nearby
 Meeting: N/A
 Parking: Free
 No. of: 122

Red Roof Inn

2500 Hassell Road
Hoffman Estates, IL 60169
Nearest Airport: O'Hare - 13 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.redroof.com

(847) 885-7877
(800) REDROOF
(847) 885-8616 (FAX)
Amtrak: N/A
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard** **\$49.99**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 119

Dupage County

Tax Rate: 11%

Itasca

Extended Stay America Chicago - Itasca

1181 North Rohlwing Road
Itasca, IL 60143
Nearest Airport: O'Hare - 20 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.extendedstayhotels.com

(630) 250-1111
(800) 398-7829
(630) 250-0055 (FAX)
Amtrak: Union Station - 25 Miles
Breakfast: None
Pool: None
Internet: Complimentary

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

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 125

Westin Chicago Northwest

400 Park Boulevard
Itasca, IL 60143
Nearest Airport: O'Hare - 12 Miles
Courtesy Trans: Local Area
Fitness: Yes
Website: www.westin.com/chicagonorthwest

(630) 773-4000
(888) 627-8510
(630) 773-4088 (FAX)
Amtrak: N/A
Breakfast: None
Pool: Indoor
Internet: 9.95/Day

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

Restaurant: On Site
Meeting: 1,200
Parking: Free
No. of: 408

Will County

Tax Rate: 13%

Joliet

Fairfield Inn North

3239 Norman Avenue
Joliet, IL 60435
Nearest Airport: Midway - 30 Miles
Courtesy Trans: Local Area
Fitness: No
Website: www.tmihospitality.com

(815) 436-6577
(800) 228-2800
(815) 436-6577 (FAX)
Amtrak: Joliet - 5 Miles
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

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

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 64

Hampton Inn Joliet I-80

1521 Riverboat Center Drive
Joliet, IL 60436
Nearest Airport: Midway - 36 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.jolieti80.hamptoninn.com

(815) 725-2424
(800) HAMPTON
(815) 725-3110 (FAX)
Amtrak: Joliet - 5 Miles
Breakfast: Buffet
Pool: Indoor
Internet: Complimentary

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

Restaurant: Nearby
Meeting: None
Parking: Free
No. of: 88

Hampton Inn Joliet/I-55

3555 Mall Loop Drive
Joliet, IL 60431
Nearest Airport: Midway - 30 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.joliet55.hamptoninn.com

(815) 439-9500
(800) HAMPTON
(815) 439-9550 (FAX)
Amtrak: Joliet - 5 Miles
Breakfast: Buffet
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$80.00**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 104

Red Roof Inn

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

Rates: **Standard \$49.99**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 108

Lake County

Tax Rate: 11%

Lake Zurich

Holiday Inn Express

197 South Rand Road
Lake Zurich, IL 60047
Nearest Airport: O'Hare - 23 Miles
Courtesy Trans: 5 Mile Radius
Fitness: Yes
Website: www.holidayinn.com

(847) 726-7500
(800) 465-4329
(847) 726-7505 (FAX)
Amtrak: N/A
Breakfast: Buffet
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$80.00**

Restaurant: Adjacent
Meeting: 45/24
Parking: Free
No. of: 86

Cook County

Tax Rate: 10%

Lansing

Extended Stay America Chicago Lansing

2520 173rd Street
Lansing, IL 60438
Nearest Airport: Midway - 23 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.extendedstayhotels.com

(708) 895-6402
(800) EXTSTAY
(708) 895-9259 (FAX)
Amtrak: Homewood - 6 Miles
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard \$77.00**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 122

Red Roof Inn

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: 6.5 Miles
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard \$49.99**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 108

Extended Stay Lisle

445 Warrenville Road
 Lisle, IL 60532
 Nearest Airport: O'Hare - 30 Miles
 Courtesy Trans: N/A
 Fitness: No
 Website: www.extendedstayhotels.com

(630) 434-7710
 (800) EXTSTAY
 (630) 434-7756 (FAX)
 Amtrak: Naperville - 4 Miles
 Breakfast: None
 Pool: None
 Internet: Complimentary

Rates: **Standard \$64.99**

Restaurant: Nearby
 Meeting: N/A
 Parking: Free
 No. of: 98

Wyndham Lisle-Chicago Hotel & Meeting Center

3000 Warrenville Road
 Lisle, IL 60632
 Nearest Airport: O'Hare - 20 Miles
 Courtesy Trans: 5 Mile Radius
 Fitness: Yes
 Website: www.wyndhamlislehotel.com

(630) 505-1000
 (800) WYNDHAM
 (630) 505-1165 (FAX)
 Amtrak: Naperville - 3 Miles
 Breakfast: None
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$80.00**

Restaurant: On Site
 Meeting: 1,500/800
 Parking: Free
 No. of: 242

Comfort Suites Lombard

530 West North Avenue
 Lombard, IL 60148
 Nearest Airport: O'Hare - 17 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 \$79.00**

Restaurant: Nearby
 Meeting: 50
 Parking: Free
 No. of: 66

Extended Stay Deluxe

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

(630) 424-1000
 (800) 326-5651
 (630) 424-1880 (FAX)
 Amtrak: Union Station - 21 Miles
 Breakfast: None
 Pool: None
 Internet: Complimentary

Rates: **Standard \$80.00**

Restaurant: Nearby
 Meeting: N/A
 Parking: Free
 No. of: 98

Homestead Studio Suites

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

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

Rates: **Standard \$69.99**

Restaurant: Nearby
 Meeting: N/A
 Parking: Free
 No. of: 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 \$79.00**

Restaurant: Adjacent
Meeting: 30/25
Parking: Free
No. of: 128

Lake County

Tax Rate: 11%

Mundelein

DoubleTree by Hilton Libertyville - Mundelein

510 East IL Route 83
Mundelein, IL 60060
Nearest Airport: O'Hare - 25 Miles
Courtesy Trans: 7 Mile Radius
Fitness: Yes
Website: www.mundelein.doubletree.com

(847) 949-5100
(800) 222TREE
(847) 949-0117 (FAX)
Amtrak: N/A
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$80.00**

Restaurant: On Site
Meeting: 425
Parking: Free
No. of: 183

DuPage County

Tax Rate: 10.4%

Naperville

Best Western Naperville Inn

1617 Naperville Road
Naperville, IL 60563
Nearest Airport: O'Hare - 20 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

Rates: **Standard \$65.99**

Restaurant: Nearby
Meeting: 15
Parking: Free
No. of: 103

Country Inn & Suites by Carlson Naperville

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

Rates: **Standard \$80.00**

Restaurant: On Site
Meeting: 160/110
Parking: Free
No. of: 143

Extended Stay America

1575 Bond Street
Naperville, IL 60563
Nearest Airport: O'Hare - 35 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.extendedstayhotels.com

(630) 983-0000
(800) EXTSTAY
(630) 983-8088 (FAX)
Amtrak: Naperville - 4 Miles
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard \$69.99**

Restaurant: Adjacent
Meeting: N/A
Parking: Free
No. of: 125

Fairfield Inn & Suites

1847 West Diehl Road
Naperville, IL 60563
Nearest Airport: O'Hare - 29 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.marriott.com

(630) 548-0966
(800) 456-4000
(630) 548-0966 (FAX)
Amtrak: Naperville - 4 Miles
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

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

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 64

Homestead Studio Suites

1827 Centre Point Circle
Naperville, IL 60563
Nearest Airport: O'Hare - 22 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.extendedstayhotels.com

(630) 577-0200
(888) 782-9473
(630) 577-0260 (FAX)
Amtrak: Naperville - 2 Miles
Breakfast: None
Pool: None
Internet: Complimentary

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

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 137

Red Roof Inn

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

Rates: **Standard** **\$54.99**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 119

Sleep Inn

1831 Diehl Road
Naperville, IL 60563
Nearest Airport: O'Hare - 30 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.choicehotels.com/hotels/il443

(630) 778-5900
(630) 778-1441 (FAX)
Amtrak: Naperville - 4 Miles
Breakfast: Continental
Pool: None
Internet: Complimentary

Rates: **Standard** **\$77.98**

Restaurant: Adjacent
Meeting: N/A
Parking: Free
No. of: 67

Towne Place Suites

1843 West Diehl Road
Naperville, IL 60563
Nearest Airport: O'Hare - 29 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.marriott.com

(630) 548-0881
(800) 527-1133
(630) 548-0882 (FAX)
Amtrak: Naperville - 2 Miles
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

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

Restaurant: Nearby
Meeting: 20
Parking: Free
No. of: 72

Kane County

Tax Rate: 9%

North Aurora

Baymont Inn & Suites

308 South Lincolnway
North Aurora, IL 60542
Nearest Airport: O'Hare - 40 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.baymontinns.com/hotel/17920

(630) 897-7695
(877) 229-6668
(630) 897-8130 (FAX)
Amtrak: Naperville - 9 Miles
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard** **\$71.10**

Restaurant: Nearby
Meeting: 18
Parking: Free
No. of: 71

Cook County

Tax Rate: 11.5%

Northbrook

Hilton Chicago Northbrook

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

Rates: **Standard \$129.00**

Restaurant: On Site
Meeting: 900/550
Parking: Free
No. of: 248

DuPage County

Tax Rate: 12%

Oak Brook

Holiday Inn Oak Brook

17W350 22nd Street
Oak Brook, IL 60171
Nearest Airport: O'Hare - 15 Miles
Courtesy Trans: 5 Mile Radius
Fitness: Yes
Website: www.hioakbrook.com

(630) 833-3600
(800) HOLIDAY
(847) 763-3041 (FAX)
Amtrak: Naperville - 10 Miles
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$80.00**

Restaurant: On Site
Meeting: 300/160
Parking: Free
No. of: 225

Cook County

Tax Rate: 14%

Oak Lawn

Hilton Oak Lawn

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: Buffet
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$130.00**

Restaurant: On Site
Meeting: 700/450
Parking: Free
No. of: 184

Cook County

Tax Rate: 10%

Oak Park

Carleton of Oak Park

1110 Pleasant Street
Oak Park, IL 60302
Nearest Airport: Midway - 10 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.carletonhotel.com

(708) 848-5000
(888) CARLETON
(708) 848-0537 (FAX)
Amtrak: N/A
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard \$130.00**

Restaurant: On Site
Meeting: 200/130
Parking: Free
No. of: 154

DuPage County

Tax Rate: 12%

Oakbrook Terrace

Comfort Suites

17W445 Roosevelt Road
Oakbrook Terrace, IL 60181
Nearest Airport: O'Hare - 14 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.csobtc.com

(630) 916-1000
(800) 424-6423
(630) 916-1068 (FAX)
Amtrak: N/A
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$80.00**

Restaurant: Adjacent
Meeting: 40/35
Parking: Free
No. of: 103

Cook County

Tax Rate: 11%

Prospect Heights

Super 8 - Prospect Heights

Rates: **Standard** \$57.60

540 Milwaukee Avenue
Prospect Heights, IL 60070
Nearest Airport: N/A
Courtesy Trans: N/A
Fitness: Yes
Website: www.super8prospectheights.com

(847) 494-0545
(800) 800-8000
(847) 459-8639 (FAX)
Amtrak: Prospect Heights - 4 Miles
Breakfast: Continental
Pool: None
Internet: Complimentary

Restaurant: Nearby
Meeting: 12
Parking: Free
No. of: 120

Cook County

Tax Rate: 11%

Rolling Meadows

Extended Stay America

Rates: **Standard** \$74.99

2400 Golf Road
Rolling Meadows, IL 60008
Nearest Airport: O'Hare - 12 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.extendedstayhotels.com

(847) 357-1000
(800) 398-7829
(847) 357-8000 (FAX)
Amtrak: Glenview - 20 Miles
Breakfast: None
Pool: None
Internet: Complimentary

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 125

Holiday Inn Express Rolling Meadows

Rates: **Standard** \$89.00

3477 Algonquin Road
Rolling Meadows, IL 60008
Nearest Airport: O'Hare - 9 Miles
Courtesy Trans: Local Area
Fitness: Yes
Website: www.hiexpress.com/nwschaumburg

(847) 259-6600
(800) 465-4329
(847) 259-6601 (FAX)
Amtrak: N/A
Breakfast: Full
Pool: Outdoor
Internet: Complimentary

Restaurant: Adjacent
Meeting: N/A
Parking: Free
No. of: 135

Holiday Inn Rolling Meadows

Rates: **Standard** \$89.00

3405 Algonquin Road
Rolling Meadows, IL 60008
Nearest Airport: O'Hare - 9 Miles
Courtesy Trans: O'Hare/Local Area
Fitness: Yes
Website: www.holidayinn.com/rmschaumburg

(847) 259-5000
(800) 259-4329
(847) 259-0597 (FAX)
Amtrak: N/A
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Restaurant: On Site
Meeting: 800/400
Parking: Free
No. of: 232

Will County

Tax Rate: 11%

Romeoville

Extended Stay America

Rates: **Standard** \$69.99

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

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

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 101

Country Inn & Suites Roselle

1490 West Lake Street
 Roselle, IL 60172
 Nearest Airport: O'Hare - 22 Miles
 Courtesy Trans: 5 Mile Radius
 Fitness: Yes
 Website: www.countryinns.com/hotels/ilrosell

(630) 351-0101
 (800) 456-4000
 (630) 351-0202 (FAX)
 Amtrak: Naperville - 14 Miles
 Breakfast: Continental
 Pool: Indoor
 Internet: Complimentary

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

Restaurant: Nearby
 Meeting: 40/24
 Parking: Free
 No. of: 101

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** **\$119.00**

Restaurant: On Site
 Meeting: 140/100
 Parking: Free
 No. of: 300

Chicago Marriott Schaumburg

50 North Martindale Road
 Schaumburg, IL 60173
 Nearest Airport: O'Hare - 12 Miles
 Courtesy Trans: 5 Mile Radius
 Fitness: Yes
 Website: www.marriott.com

(847) 240-0100
 (800) 228-9290
 (847) 240-2388 (FAX)
 Amtrak: Glenview - 14 Miles
 Breakfast: None
 Pool: Indoor/Outdoor
 Internet: Complimentary

Rates: **Standard** **\$130.00**

Restaurant: On Site
 Meeting: 1,000/450
 Parking: Free
 No. of: 394

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** **\$85.00**

Restaurant: Nearby
 Meeting: N/A
 Parking: Free
 No. of: 73

Extended Stay America

1200 American Lane
 Schaumburg, IL 60173
 Nearest Airport: O'Hare - 12 Miles
 Courtesy Trans: N/A
 Fitness: No
 Website: www.extendedstay.com

(847) 517-7255
 (800) 398-7829
 (847) 517-7230 (FAX)
 Amtrak: Glenview - 20 Miles
 Breakfast: None
 Pool: None
 Internet: Complimentary

Rates: **Standard** **\$77.00**

Restaurant: Nearby
 Meeting: N/A
 Parking: Free
 No. of: 104

Extended Stay America

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

(847) 882-7011
(800) 398-7829
(847) 882-4322 (FAX)
Amtrak: Glenview - 22 Miles
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard \$69.99**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 128

Holiday Inn Express Schaumburg

1550 North Roselle Road
Schaumburg, IL 60195
Nearest Airport: O'Hare - 14 Miles
Courtesy Trans: Local Area
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

Rates: **Standard \$90.00**

Restaurant: Adjacent
Meeting: 25/18
Parking: Free
No. of: 143

Homestead Studio Suites

51 East State Parkway
Schaumburg, IL 60173
Nearest Airport: O'Hare - 12 Miles
Courtesy Trans: Local Area
Fitness: No
Website: www.extendedstayhotels.com

(847) 882-6900
(888) 782-9473
(847) 882-6925 (FAX)
Amtrak: Arlington Hgts - 5 Miles
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard \$74.99**

Restaurant: Nearby
Meeting: 20
Parking: Free
No. of: 136

Hyatt House Chicago/Schaumburg

1251 East American Lane
Schaumburg, IL 60173
Nearest Airport: O'Hare - 17 Miles
Courtesy Trans: 5 Mile Radius
Fitness: Yes
Website: www.hyatthousechicago.com

(847) 706-9007
(800) 891-3885
(847) 706-9007 (FAX)
Amtrak: Union Station - 27 Miles
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$99.00**

Restaurant: Nearby
Meeting: 60/40
Parking: Free
No. of: 134

Quality Inn

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-ill

(847) 517-7737
(800) 424-6423
(847) 995-0400 (FAX)
Amtrak: Glenview - 14 Miles
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$84.00**

Restaurant: Adjacent
Meeting: 60
Parking: Free
No. of: 124

Residence Inn by Marriott Schaumburg

1610 McConnor Parkway
Schaumburg, IL 60173
Nearest Airport: O'Hare - 13 Miles
Courtesy Trans: 5 Mile Radius
Fitness: Yes
Website: www.marriott.com/chism

(847) 517-9200
(800) 887-8014
(847) 517-9800 (FAX)
Amtrak: N/A
Breakfast: Buffet
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$124.00**

Restaurant: Nearby
Meeting: 45/30
Parking: Free
No. of: 125

SpringHill Suites

1550 McConnor Parkway
Schaumburg, IL 60173
Nearest Airport: O'Hare - 13 Miles
Courtesy Trans: 5 Mile Radius
Fitness: Yes
Website: www.marriott.com/chisg

(847) 995-1500
(800) 581-3498
(847) 995-1900 (FAX)
Amtrak: N/A
Breakfast: Buffet
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$109.00**

Restaurant: Nearby
Meeting: 30
Parking: Free
No. of: 132

Cook County

Tax Rate: 12%

Skokie

DoubleTree by Hilton Chicago North Shore

9599 Skokie Boulevard
Skokie, IL 60077
Nearest Airport: O'Hare - 12 Miles
Courtesy Trans: 5 Mile Radius
Fitness: Yes
Website: www.skokieillinoisotel.com

(847) 679-7000
(800) 222TREE
(847) 679-0810 (FAX)
Amtrak: Glenview - 4 Miles
Breakfast: None
Pool: Indoor/Outdoor
Internet: Complimentary

Rates: **Standard \$130.00**

Restaurant: On Site
Meeting: 500/225
Parking: Free
No. of: 369

Extended Stay America

5211 Old Orchard Road
Skokie, IL 60077
Nearest Airport: O'Hare - 20 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.extendedstayhotels.com

(847) 663-9031
(800) 398-7829
(847) 663-9032 (FAX)
Amtrak: Glenview - 5 Miles
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard \$77.00**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 140

Hampton Inn & Suites

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

Rates: **Standard \$124.00**

Restaurant: On Site
Meeting: 80/60
Parking: Free
No. of: 225

Holiday Inn North Shore

5300 Touhy Avenue
Skokie, IL 60171
Nearest Airport: O'Hare - 11 Miles
Courtesy Trans: 5 Mile Radius
Fitness: Yes
Website: www.hiskokie.com

(847) 679-8900
(800) HOLIDAY
(847) 679-7447 (FAX)
Amtrak: Evanston - 7 Miles
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$130.00**

Restaurant: On Site
Meeting: 1225/1000
Parking: Free
No. of: 245

Country Inn & Suites by Carlson

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

Rates: **Standard \$77.00**

 Restaurant: Nearby
 Meeting: 45/30
 Parking: Free
 No. of: 84

Fairfield Inn & Suites

2096 Bricher Road
 St. Charles, IL 60174
 Nearest Airport: O'Hare - 45 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.fairfieldsuitesstcharles.com

(630) 845-5500
 (800) 228-2800
 (630) 845-5600 (FAX)
 Amtrak: Naperville - 12 Miles
 Breakfast: Continental
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$80.00**

 Restaurant: Adjacent
 Meeting: 10
 Parking: Free
 No. of: 92

Hampton Inn & Suites St. Charles

2875 Foxfield Road
 St. Charles, IL 60174
 Nearest Airport: O'Hare - 34 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.hamptonstcharles.com

(630) 584-0222
 (800) 426-7866
 (630) 584-0215 (FAX)
 Amtrak: Naperville - 12 Miles
 Breakfast: Continental
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$77.00**

 Restaurant: Nearby
 Meeting: 50/80
 Parking: Free
 No. of: 92

Hilton Garden Inn/ACT

4070 East Main
 St. Charles, IL 60174
 Nearest Airport: O'Hare - 40 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.stcharles.gardeninn.com

(630) 584-0700
 (877) STAYHGI
 (630) 762-9152 (FAX)
 Amtrak: Naperville - 12 Miles
 Breakfast: None
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$80.00**

 Restaurant: On Site
 Meeting: 420/200
 Parking: Free
 No. of: 120

Country Inn & Suites Tinley Park

18335 South LaGrange Road
 Tinley Park, IL 60487
 Nearest Airport: Midway - 24 Miles
 Courtesy Trans: 5 Mile Radius
 Fitness: On Site
 Website: www.countryinns.com/tinleyparkil

(708) 560-9300
 (866) 505-4997
 (708) 560-9800 (FAX)
 Amtrak: Homewood - 13 Miles
 Breakfast: Full
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$80.00**

 Restaurant: Nearby
 Meeting: 44/20
 Parking: Free
 No. of: 99

Fairfield Inn

18511 North Creek Drive
Tinley Park, IL 60477
Nearest Airport: Midway - 18 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.tmihospitality.com

(708) 633-1050
(800) 228-2800
(708) 633-1050 (FAX)
Amtrak: N/A
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$80.00**

Restaurant: Adjacent
Meeting: 25
Parking: Free
No. of: 64

Hampton Inn

18501 North Creek Drive
Tinley Park, IL 60477
Nearest Airport: Midway - 18 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.tmihospitality.com

(708) 633-0602
(800) HAMPTON
(708) 633-1768 (FAX)
Amtrak: N/A
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$80.00**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 64

Lake County

Tax Rate: 11%

Vernon Hills

Extended Stay America

215 North Milwaukee Avenue
Vernon Hills, IL 60061
Nearest Airport: O'Hare - 20 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.extendedstayhotels.com

(847) 821-7101
(800) 398-7829
(847) 821-7119 (FAX)
Amtrak: Glenview - 10 Miles
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard \$77.00**

Restaurant: Adjacent
Meeting: N/A
Parking: Free
No. of: 128

Homestead Studio Suites Hotel

675 Woodlands Parkway
Vernon Hills, IL 60061
Nearest Airport: O'Hare - 20 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.extendedstayhotels.com

(847) 955-1111
(800) 782-9473
(847) 955-0446 (FAX)
Amtrak: Libertyville - 5 Miles
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard \$77.00**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 124

DuPage County

Tax Rate: 11%

Warrenville

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
(800) STAYHGI
(630) 393-1277 (FAX)
Amtrak: N/A
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$80.00**

Restaurant: On Site
Meeting: 100/63
Parking: Free
No. of: 135

Residence Inn by Marriott

28500 Bella Vista Parkway
Warrenville, IL 60555
Nearest Airport: O'Hare - 25 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.Marriott.com/chinv

(630) 393-3444
(800) 331-3131
(630) 393-0893 (FAX)
Amtrak: N/A
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$80.00**

Restaurant: Nearby
Meeting: 36/45
Parking: Free
No. of: 130

Lake County

Tax Rate: 11%

Waukegan

Crossland

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

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

Rates: **Standard \$59.99**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 128

Dupage County

Tax Rate: 11%

Westmont

Homestead Studio Suites

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

(630) 323-9292
(888) 782-9473
(630) 323-9536 (FAX)
Amtrak: Westmont - 3 Miles
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard \$80.00**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 140

DuPage County

Tax Rate: 7%

Willowbrook

Holiday Inn Willowbrook

7800 South Kingery Highway
Willowbrook, IL 60527
Nearest Airport: Midway - 13 Miles
Courtesy Trans: 10 Mile Radius
Fitness: Yes
Website: www.willowbrookhinsdale.com

(630) 325-6400
(800) HOLIDAY
(630) 325-2362 (FAX)
Amtrak: N/A
Breakfast: None
Pool: Outdoor
Internet: Complimentary

Rates: **Standard \$80.00**

Restaurant: On Site
Meeting: 500/300
Parking: Free
No. of: 220

Red Roof Inn

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

Rates: **Standard \$54.99**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 109

DoubleTree Hotel Chicago - Wood Dale Itasca

1200 North Mittel Boulevard
Wood Dale, IL 60191
Nearest Airport: O'Hare - 9 Miles
Courtesy Trans: 5 Mile Radius
Fitness: Yes
Website: www.hilton.com

(630) 860-2900
(800) 222-8733
(630) 860-2945 (FAX)
Amtrak: Wood Dale - 2 Miles
Breakfast: Buffet
Pool: Indoor
Internet: 9.95/Day

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

Restaurant: On Site
Meeting: 120/60
Parking: Free
No. of: 161

Country Inn & Suites by Carlson

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

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

Restaurant: Nearby
Meeting: 12
Parking: Free
No. of: 66

CHICAGO MIDWAY AIRPORT**Extended Stay America Chicago Midway**

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

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

Rates: **Standard** **\$77.00**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 135

Courtyard Chicago Midway

6610 South Cicero Avenue
Chicago, IL 60638
Nearest Airport: Midway - .05 Miles
Courtesy Trans: Midway
Fitness: Yes
Website: www.midwayhotelcenter.com

(708) 563-0200
(800) 356-3286
(708) 728-2841 (FAX)
Amtrak: Union Station - 10 Miles
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard** **\$130.00**

Restaurant: On Site
Meeting: 20
Parking: 12.00/Day
No. of: 175

Fairfield Inn Midway

6630 South Cicero Avenue
Chicago, IL 60638
Nearest Airport: Midway - .50 Miles
Courtesy Trans: Midway
Fitness: Yes
Website: www.marriott.com/chimd

(708) 594-0030
(800) 229-5933
(708) 728-2842 (FAX)
Amtrak: Union Station - 10 Miles
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard** **\$130.00**

Restaurant: Nearby
Meeting: N/A
Parking: 12.00/Day
No. of: 114

Hampton Inn Chicago Midway

6540 South Cicero Avenue
Chicago, IL 60638
Nearest Airport: Midway - .5 Miles
Courtesy Trans: Airport/EI Train
Fitness: Yes
Website: www.midwayhotelcenter.com

(708) 496-1900
(800) HAMPTON
(708) 496-1997 (FAX)
Amtrak: Union Station - 10 Miles
Breakfast: Full
Pool: None
Internet: Complimentary

Rates: **Standard \$130.00**

Restaurant: Adjacent
Meeting: N/A
Parking: 12.00/Day
No. of: 170

Hilton Garden Inn Chicago Midway

6530 South Cicero Avenue
Chicago, IL 60638
Nearest Airport: Midway - .5 Miles
Courtesy Trans: Midway
Fitness: Yes
Website: www.midwayhotelcenter.com

(708) 496-2700
(800) HILTONS
(708) 496-8820 (FAX)
Amtrak: 10 Miles
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$130.00**

Restaurant: On Site
Meeting: 80
Parking: 12.00/Day
No. of: 174

Holiday Inn Chicago Midway

6624 South Cicero Avenue
Chicago, IL 60638
Nearest Airport: Midway - 1 Mile
Courtesy Trans: Airport
Fitness: Yes
Website: www.holidayinn.com/chirm

(708) 563-6490
(866) 781-2404
(708) 563-6491 (FAX)
Amtrak: N/A
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$130.00**

Restaurant: On Site
Meeting: 150/100
Parking: Free
No. of: 146

Marriott Chicago Midway

6520 South Cicero Avenue
Chicago, IL 60638
Nearest Airport: Midway - .5 Miles
Courtesy Trans: Airport
Fitness: Yes
Website: www.midwayhotelcenter.com

(708) 594-5500
(800) 956-2606
(708) 594-5510 (FAX)
Amtrak: Union Station - 10 Miles
Breakfast: None
Pool: Indoor
Internet: 12.95/Day

Rates: **Standard \$130.00**

Restaurant: On Site
Meeting: 200
Parking: 12.00/Day
No. of: 200

Residence Inn Chicago Midway

6638 South Cicero Avenue
Chicago, IL 60638
Nearest Airport: Midway -1 Mile
Courtesy Trans: Airport
Fitness: Yes
Website: www.marriott.com/chirm

(708) 458-7790
(866) 905-5416
(708) 458-7791 (FAX)
Amtrak: N/A
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$130.00**

Restaurant: Nearby
Meeting: 30/20
Parking: Free
No. of: 132

Sleep Inn

6650 South Cicero Avenue
Chicago, IL 60638
Nearest Airport: Midway - 1 Mile
Courtesy Trans: 10 Mile Radius
Fitness: Yes
Website: www.midwayhotelcenter.com

(708) 594-0001
(888) 643-4667
(708) 594-0058 (FAX)
Amtrak: 10 Miles
Breakfast: Continental
Pool: None
Internet: Complimentary

Rates: **Standard \$130.00**

Restaurant: Adjacent
Meeting: 8
Parking: 12.00/Day
No. of: 121

CHICAGO O'HARE INTERNATIONAL AIRPORT

Cook County

Tax Rate: 15.6%

Chicago

Holiday Inn Chicago O'Hare

5615 North Cumberland Avenue
Chicago, IL 60631
Nearest Airport: O'Hare - 2 Miles
Courtesy Trans: 5 Mile Radius
Fitness: Yes
Website: www.hiohare.com

(773) 693-5800
(800) HOLIDAY
(773) 693-2408 (FAX)
Amtrak: Glenview - 5 Miles
Breakfast: Full
Pool: Outdoor
Internet: Complimentary

Rates: **Standard \$130.00**

Restaurant: On Site
Meeting: 250/120
Parking: Free
No. of: 244

Cook County

Tax Rate: 11%

Des Plaines

Extended Stay America-O'Hare

1201 East Touhy Avenue
Des Plaines, IL 60018
Nearest Airport: O'Hare - 2 Miles
Courtesy Trans: O'Hare
Fitness: No
Website: www.extendedstayhotels.com

(847) 294-9693
(800) 398-7829
(847) 294-9684 (FAX)
Amtrak: Glenview - 6 Miles
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard \$74.99**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 122

Extended Stay Deluxe - Chicago - O'Hare

1207 East Touhy Avenue
Des Plaines, IL 60018
Nearest Airport: O'Hare - 2 Miles
Courtesy Trans: Local Area
Fitness: Yes
Website: www.extendedstayhotels.com

(847) 768-0395
(800) EXTSTAY
(847) 768-0335 (FAX)
Amtrak: Union Station - 15 Miles
Breakfast: Full
Pool: None
Internet: Complimentary

Rates: **Standard \$77.00**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 88

Radisson Hotel Chicago O'Hare

1450 East Touhy Avenue
Des Plaines, IL 60018
Nearest Airport: O'Hare - 2 Miles
Courtesy Trans: O'Hare
Fitness: Yes
Website: www.radisson.com/desplainesil

(847) 296-8866
(800) 333-3333
(847) 296-8268 (FAX)
Amtrak: Glenview - 6 Miles
Breakfast: Full
Pool: Outdoor
Internet: Complimentary

Rates: **Standard \$105.00**

Restaurant: On Site
Meeting: 150/90
Parking: Free
No. of: 245

Cook County

Tax Rate: 13%

Rosemont

Crowne Plaza Chicago O'Hare

5440 North River Road
Rosemont, IL 60018
Nearest Airport: O'Hare - 2 Miles
Courtesy Trans: O'Hare
Fitness: Yes
Website: www.crowneplazaohare.com

(847) 671-6350
(866) 242-1055
(847) 671-1378 (FAX)
Amtrak: Glenview - 6 Miles
Breakfast: Buffet
Pool: Indoor
Internet: 12.95/Day

Rates: **Standard \$129.00**

Restaurant: On Site
Meeting: 3,000/1,700
Parking: 23.00/Day
No. of: 503

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: Full
Pool: None
Internet: Complimentary

Rates: **Standard** \$76.00

Restaurant: On Site
Meeting: 350
Parking: Free
No. of: 160

Hampton Inn Chicago O'Hare

3939 North Manneheim
Schiller Park, IL 60176
Nearest Airport: O'Hare - 2 Miles
Courtesy Trans: O'Hare/Local Area
Fitness: Yes
Website: www.hamptoninnohare.com

(847) 671-1700
(800) HAMPTON
(847) 671-5909 (FAX)
Amtrak: Union Station - 18 Miles
Breakfast: Buffet
Pool: Indoor
Internet: Complimentary

Rates: **Standard** \$129.00

Restaurant: Nearby
Meeting: 30
Parking: Free
No. of: 148

DOWNSTATE ILLINOIS**Madison County**

Tax Rate: 13%

Alton

Comfort Inn

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

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

Rates: **Standard** \$70.00

Restaurant: Adjacent
Meeting: N/A
Parking: Free
No. of: 62

St. Clair County

Tax Rate: 8%

Belleville

Shrine Hotel

451 South DeMazenod Drive
Belleville, IL 62223
Nearest Airport: St. Louis - 30 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.snows.org

(618) 397-1162
(800) 679-2874
(618) 394-6524 (FAX)
Amtrak: Belleville - 7 Miles
Breakfast: Continental
Pool: None
Internet: Complimentary

Rates: **Standard** \$67.23

Restaurant: On Site
Meeting: 400
Parking: Free
No. of: 78

McLean County

Tax Rate: 12%

Bloomington/Normal

Baymont Inn & Suites

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

(309) 662-2800
(877) 229-6668
(309) 662-2811 (FAX)
Amtrak: Normal - 5 Miles
Breakfast: Continental
Pool: Outdoor
Internet: Complimentary

Rates: **Standard** \$64.00

Restaurant: Adjacent
Meeting: 40
Parking: Free
No. of: 103

Bloomington Courtyard

310A Greenbriar Drive
Normal, IL 61761
Nearest Airport: Normal - 5 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.tmihospitality.com

(309) 862-1166
(800) 321-2211
(309) 862-1166 (FAX)
Amtrak: Normal - 3 Miles
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: On Site
Meeting: 50
Parking: Free
No. of: 78

Comfort Suites

310 B Greenbriar Drive
Normal, IL 61761
Nearest Airport: Bloomington - 5 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.tmihospitality.com

(309) 452-8588
(800) 228-5150
(309) 452-8588 (FAX)
Amtrak: Normal - 3 Miles
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 60

Eastland Suites

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 - 6 Miles
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Nearby
Meeting: 200
Parking: Free
No. of: 112

Extended Stay America Bloomington-Normal

1805 South Veterans Parkway
Bloomington, IL 61701
Nearest Airport: Bloomington - 4 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.extendedstayhotels.com

(309) 662-8533
(800) EXTSTAY
(309) 662-4324 (FAX)
Amtrak: Normal - 6 Miles
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard \$69.99**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 101

Hawthorn Suites

1 Lyon Court
Bloomington, IL 61701
Nearest Airport: Bloomington - 5 Miles
Courtesy Trans: Airport/Train
Fitness: Yes
Website: www.hotelbloomington.com

(309) 829-8111
(309) 829-1811 (FAX)
Amtrak: Normal - 5 Miles
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Nearby
Meeting: 200
Parking: Free
No. of: 73

Holiday Inn Express & Suites

1715 Parkway Plaza Drive
Normal, IL 61761
Nearest Airport: Bloomington - 3 Miles
Courtesy Trans: Local Area
Fitness: Yes
Website: www.holidayinnexpress.com

(309) 862-1600
(800) HOLIDAY
(309) 862-1600 (FAX)
Amtrak: Normal - 4 Miles
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Adjacent
Meeting: 200/100
Parking: Free
No. of: 103

Motel 6

202 Landmark Drive
Normal, IL 61761
Nearest Airport: Bloomington - 1.5 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.motel6.com

(309) 454-6600
(800) 466-8356
(309) 454-7612 (FAX)
Amtrak: Normal - 1.5 Miles
Breakfast: None
Pool: Outdoor
Internet: Complimentary

Rates: **Standard \$49.00**

Restaurant: Nearby
Meeting: 80/50
Parking: Free
No. of: 108

Quality Inn and Suites

401 Brock Drive
Bloomington, IL 61701
Nearest Airport: Bloomington - 5 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.choice.hotels

(309) 829-7602
(309) 827-4716 (FAX)
Amtrak: Normal - 3 Miles
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$65.00**

Restaurant: Nearby
Meeting: 100
Parking: Free
No. of: 83

Signature Inn

101 South Veterans Parkway
Normal, IL 61761
Nearest Airport: Bloomington - 6 Miles
Courtesy Trans: Airport
Fitness: Yes
Website: www.Jamesoninns.com

(309) 454-4044
(800) 822-5252
(309) 454-3929 (FAX)
Amtrak: 4 Miles
Breakfast: Continental
Pool: Outdoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Nearby
Meeting: 70/40
Parking: Free
No. of: 124

The Chateau of Bloomington

1601 Jumer Drive
Bloomington, IL 61701
Nearest Airport: Bloomington - 4 Miles
Courtesy Trans: Airport/Amtrak
Fitness: Yes
Website: www.chateauhotel.biz

(309) 662-2020
(866)690-4006
(309) 662-6522 (FAX)
Amtrak: Normal - 4 Miles
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$69.00**

Restaurant: On Site
Meeting: 450/250
Parking: Free
No. of: 180

Kankakee County

Tax Rate: 10%

Bourbonnais

Hampton Inn

60 Ken Hayes Drive
Bourbonnais, IL 60914
Nearest Airport: N/A
Courtesy Trans: N/A
Fitness: Yes
Website: www.hamptoninn.com

(815) 932-8369
(800) HAMPTON
(815) 933-5840 (FAX)
Amtrak: Kankakee - 4 Miles
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Nearby
Meeting: 30
Parking: Free
No. of: 59

Kankakee Fairfield Inn

1550 State Route 50
Bourbonnais, IL 60914
Nearest Airport: N/A
Courtesy Trans: N/A
Fitness: No
Website: www.tmihospitality.com

(815) 935-1334
(800) 228-2800
(815) 935-1334 (FAX)
Amtrak: 3 Miles
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 57

Jackson County**Tax Rate: 14%****Carbondale****Hampton Inn**

2175 Reed Station Parkway
 Carbondale, IL 62901
 Nearest Airport: Carbondale - 10 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.hamptoninn.com

(618) 549-6900
 (800) HAMPTON
 (618) 549-8448 (FAX)
 Amtrak: 4 Miles
 Breakfast: Full
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: Nearby
 Meeting: 40
 Parking: Free
 No. of: 80

Montgomery County**Tax Rate: 6.25%****Carlinville****Magnuson Grand Hotel & Conference Center**

I-55 & Route 108
 Carlinville, IL 62626
 Nearest Airport: Springfield - 40 Miles
 Courtesy Trans: Amtrak
 Fitness: Yes
 Website: www.magnusongrandhotel.com

(217) 324-2100
 (800) 322-7546
 (217) 324-6852 (FAX)
 Amtrak: Carlinville - 15 Miles
 Breakfast: None
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: On Site
 Meeting: 250/125
 Parking: Free
 No. of: 97

Clinton County**Tax Rate: 11.25%****Carlyle****Mariner's Village - Microtel Inn & Suites**

#1 Resort Drive
 Carlyle, IL 62231
 Nearest Airport: St. Louis - 50 Miles
 Courtesy Trans: N/A
 Fitness: No
 Website: www.carylenarinersvillage.com

(618) 594-7666
 (877) 451-7666
 (618) 594-7676 (FAX)
 Amtrak: Centralia - 20 Miles
 Breakfast: Continental
 Pool: Outdoor
 Internet: Complimentary

Rates: **Standard \$59.99**

Restaurant: Adjacent
 Meeting: 400
 Parking: Free
 No. of: 63

Super 8

13 William Road
 Carlyle, IL 62231
 Nearest Airport: St. Louis - 50 Miles
 Courtesy Trans: N/A
 Fitness: No
 Website: www.super8.com

(618) 594-8888
 (800) 800-8000
 (618) 594-3683 (FAX)
 Amtrak: Centralia - 25 Miles
 Breakfast: Continental
 Pool: Outdoor
 Internet: Complimentary

Rates: **Standard \$59.00**

Restaurant: Nearby
 Meeting: 20
 Parking: Free
 No. of: 42

Champaign County**Tax Rate: 11%****Champaign/Urbana****Baymont Inn & Suites**

302 West Anthony Drive
 Champaign, IL 61822
 Nearest Airport: Champaign - 9 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.baymontchampaign.com

(217) 356-8900
 (877) 229-6668
 (217) 356-9253 (FAX)
 Amtrak: Champaign - 5 Miles
 Breakfast: Continental
 Pool: None
 Internet: Complimentary

Rates: **Standard \$67.00**

Restaurant: Nearby
 Meeting: 24
 Parking: Free
 No. of: 95

Comfort Suites

2001 North Lincoln Avenue
Urbana, IL 61801
Nearest Airport: Champaign - 8 Miles
Courtesy Trans: Yes
Fitness: Yes
Website: www.choicehotels.com

217-328-3500
(800) 4-CHOICE
217-328-3700 (FAX)
Amtrak: 3 Miles
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Nearby
Meeting: 50
Parking: Free
No. of: 86

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: Buffet
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 83

Courtyard Champaign

1811 Moreland Boulevard
Champaign, IL 61820
Nearest Airport: Champaign - 8 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.tmihospitality.com

(217) 355-0411
(800) 321-2211
(217) 355-0411 (FAX)
Amtrak: Champaign - 2 Miles
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: On Site
Meeting: 95
Parking: Free
No. of: 78

Extended Stay America Champaign - Urbana

610 West Marketview Drive
Champaign, IL 61822
Nearest Airport: Champaign - 12 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.extendedstayhotels.com

(217) 351-8899
(800) EXTSTAY
(708) 496-8212 (FAX)
Amtrak: Champaign - 2 Miles
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard \$69.99**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 122

Fairfield Inn

1807 Moreland Boulevard
Champaign, IL 61820
Nearest Airport: Champaign - 8 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.tmihospitality.com

(217) 355-0604
(800) 228-2800
(217) 355-0604 (FAX)
Amtrak: Champaign - 2 Miles
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 60

Red Roof Inn

212 West Anthony Drive
Champaign, IL 61820
Nearest Airport: Champaign - 13 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.redroof.com

(217) 352-0101
(800) REDROOF
(217) 352-1891 (FAX)
Amtrak: Champaign - 5 Miles
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard \$39.99**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 112

Randolph County**Tax Rate: 11%****Chester****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: N/A
 Parking: Free
 No. of: 46

Madison County**Tax Rate: 14%****Collinsville****DoubleTree by Hilton Collinsville**

1000 Eastport Plaza Drive
 Collinsville, IL 62234
 Nearest Airport: St. Louis - 25 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.doubletreecollinsville.com

(618) 345-2800
 (800) 551-5133
 (618) 345-9804 (FAX)
 Amtrak: St. Louis - 1 Mile
 Breakfast: Full
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: On Site
 Meeting: 500/200
 Parking: Free
 No. of: 236

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: 30/60
 Parking: Free
 No. of: 120

Monroe County**Tax Rate: 11%****Columbia****Hampton Inn**

165 Admiral Trost Drive
 Columbia, IL 62236
 Nearest Airport: St. Louis - 28 Miles
 Courtesy Trans: N/A
 Fitness: No
 Website: www.stlouisolumbia.hamptoninn.com

(618) 281-9000
 (800) HAMPTON
 (618) 281-8900 (FAX)
 Amtrak: St. Louis - 23 Miles
 Breakfast: Full
 Pool: None
 Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: Nearby
 Meeting: 45
 Parking: Free
 No. of: 77

Vermilion County**Tax Rate: 12%****Danville****Comfort Inn**

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

(217) 443-8004
 (800) 228-5150
 (217) 443-8004 (FAX)
 Amtrak: N/A
 Breakfast: Continental
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$55.00**

Restaurant: Nearby
 Meeting: N/A
 Parking: Free
 No. of: 56

Fairfield Inn

389 Lynch Drive
Danville, IL 61834
Nearest Airport: N/A
Courtesy Trans: N/A
Fitness: No
Website: www.tmihospitality.com

(217) 443-3388
(800) 228-2800
(217) 443-3388 (FAX)
Amtrak: N/A
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: Nearby
Meeting: 30
Parking: Free
No. of: 56

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: Adjacent
Meeting: 10
Parking: Free
No. of: 97

Decatur Conference Center & Hotel

4191 US Highway 36 West
Decatur, IL 62522
Nearest Airport: Decatur - 9 Miles
Courtesy Trans: Airport
Fitness: Yes
Website: www.hoteldecatour.com

(217) 422-8800
(877) 352-8800
(217) 422-9155 (FAX)
Amtrak: Springfield - 35 Miles
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: On Site
Meeting: 1,200
Parking: Free
No. of: 370

Fairfield Inn

1417 Hickory Point Drive
Forsyth, IL 62535
Nearest Airport: Decatur - 9 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.tmihospitality.com

(217) 875-3337
(800) 228-2800
(217) 875-3337 (FAX)
Amtrak: N/A
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 62

Quality Inn

134 Barnett Avenue
Forsyth, IL 62535
Nearest Airport: Decatur - 8 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.choicehotels.com

(217) 875-1166
(800) 228-5150
(217) 875-1166 (FAX)
Amtrak: N/A
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$69.00**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 56

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 \$59.00**

Restaurant: Nearby
 Meeting: 200/150
 Parking: Free
 No. of: 98

St. Clair County**Tax Rate: 16%****East St. Louis****Casino Queen Hotel**

200 South Front Street
 East St. Louis, IL 62201
 Nearest Airport: St. Louis
 Courtesy Trans: Local Area
 Fitness: Yes
 Website: www.casinoqueen.com

(618) 874-5000
 (800) 777-0777
 (618) 874-8404 (FAX)
 Amtrak: St. Louis - 3 Miles
 Breakfast: None
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: On Site
 Meeting: 355/219
 Parking: Free
 No. of: 157

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: 10
 Parking: Free
 No. of: 65

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

12 Ludwig Drive
 Fairview Heights, IL 62208
 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: N/A
 Breakfast: Full
 Pool: Indoor/Outdoor
 Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Adjacent
 Meeting: 50/35
 Parking: Free
 No. of: 136

Stephenson County**Tax Rate: 11%****Freeport****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: 25
 Parking: Free
 No. of: 66

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: 50/40
Parking: Free
No. of: 75

Best Western Prairie Inn

1-74 & East Main Street
Galesburg, IL 61401
Nearest Airport: Galesburg - 4 Miles
Courtesy Trans: Local Area
Fitness: Yes
Website: www.prairieinn.biz

(309) 343-7151
(866) 343-7151
(309) 343-7168 (FAX)
Amtrak: Galesburg - 2 Miles
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: On Site
Meeting: 300/160
Parking: Free
No. of: 113

Comfort Inn

907 West Carl Sandburg Drive
Galesburg, IL 61401
Nearest Airport: Peoria - 2 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.comfortinn.com

(309) 344-5445
(800) 228-5150
(309) 344-5445 (FAX)
Amtrak: Galesburg - 1 Mile
Breakfast: Continental
Pool: None
Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: Nearby
Meeting: 25
Parking: Free
No. of: 46

Country Inn and Suites

2284 Promenade Court
Galesburg, IL 61401
Nearest Airport: Galesburg - 1.5 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.countryinns.com/galesburgil

(309) 344-4444
(800) 456-4000
(309) 344-4445 (FAX)
Amtrak: Galesburg - 4 Miles
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: Nearby
Meeting: 30
Parking: Free
No. of: 61

Fairfield Inn

901 West Carl Sandburg Drive
Galesburg, IL 61401
Nearest Airport: Regional - 2 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.fairfieldinn.com

(309) 344-1911
(800) 228-2800
(309) 344-1911 (FAX)
Amtrak: Galesburg - 4 Miles
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: Nearby
Meeting: 25
Parking: Free
No. of: 56

Holiday Inn Express

2285 Washington Street
Galesburg, IL 61401
Nearest Airport: N/A
Courtesy Trans: N/A
Fitness: Yes
Website: www.hiexpress.com

(309) 343-7100
(800) HOLIDAY
(309) 343-7340 (FAX)
Amtrak: Galesburg - 2 Miles
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of 72

Henry County

Tax Rate: 11%

Kewanee

AmericInn

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

Rates: **Standard \$60.00**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of 49

Logan County

Tax Rate: 11%

Lincoln

Lincoln Hampton Inn

1019 North Heitmann Drive
Lincoln, IL 62656
Nearest Airport: Springfield - 35 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.hamptoninn.com

(217) 732-6729
(800) HAMPTON
(217) 732-6047 (FAX)
Amtrak: Lincoln - 4 Miles
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: Adjacent
Meeting: 8
Parking: Free
No. of 64

Montgomery County

Tax Rate: 9%

Litchfield

Litchfield Hampton Inn

11 Thunderbird Circle
Litchfield, IL 62056
Nearest Airport: Lambert - 60 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.hamptoninn.com

(217) 324-4441
(800) HAMPTON
(217) 324-4505 (FAX)
Amtrak: 20 Miles
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: Nearby
Meeting: 12
Parking: Free
No. of 64

Winnebago County

Tax Rate: 11%

Loves Park

Holiday Inn Express

7552 Park Place
Loves Park, IL 61111
Nearest Airport: Rockford - 9 Miles
Courtesy Trans: Airport
Fitness: Yes
Website: www.holidayinn.com

(815) 654-4100
(800) HOLIDAY
(815) 654-4114 (FAX)
Amtrak: 30 Miles
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Nearby
Meeting: 600
Parking: Free
No. of 119

Quality Inn & Suites

4313 North Bell School Road
Loves Park, IL 61111
Nearest Airport: Rockford - 12 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.choicehotels.com

(815) 282-9300
(815) 986-1060 (FAX)
Amtrak: N/A
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$69.00**

Restaurant: Nearby
Meeting: 30
Parking: Free
No. of: 55

Williamson County

Tax Rate: 11%

Marion

Country Inn & Suites by Carlson

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: 20 Miles
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: Nearby
Meeting: 80
Parking: Free
No. of: 69

Drury Inn

2706 West DeYoung
Marion, IL 62959
Nearest Airport: Williamson - 4 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.druryhotels.com

(618) 997-9600
(800) DRURYINN
(618) 997-9600 (FAX)
Amtrak: N/A
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: Adjacent
Meeting: 30/55
Parking: Free
No. of: 129

Coles County

Tax Rate: 11%

Mattoon

Comfort Suites

1408 East Broadway
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

Rates: **Standard \$60.00**

Restaurant: Adjacent
Meeting: 25
Parking: Free
No. of: 70

Massac County

Tax Rate: 11%

Metropolis

Baymont Inn

203 East Front Street
Metropolis, IL 62960
Nearest Airport: N/A
Courtesy Trans: N/A
Fitness: Yes
Website: www.baymontinns.com

(618) 524-5678
(877) 229-6668
(618) 524-2225 (FAX)
Amtrak: N/A
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$50.00**

Restaurant: Nearby
Meeting: 50
Parking: Free
No. of: 120

Warren County**Tax Rate: 11%****Monmouth****Americinn Lodge & Suites**

1 Americinn Way
 Monmouth, IL 61462
 Nearest Airport: Galesburg - 20 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 - 20 Miles
 Breakfast: Full
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: On Site
 Meeting: 45
 Parking: Free
 No. of: 65

Grundy County**Tax Rate: 11%****Morris****Comfort Inn**

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: Continental
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: Nearby
 Meeting: N/A
 Parking: Free
 No. of: 50

Jefferson County**Tax Rate: 11%****Mt. Vernon****Drury Inn & Suites Mt. Vernon**

145 North 44th Street
 Mt. Vernon, IL 62864
 Nearest Airport: Mt. Vernon - 3 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.druryinn.com

(618) 244-4550
 (800) DRURYINN
 (618) 244-4550 (FAX)
 Amtrak: Centralia - 18 Miles
 Breakfast: Full
 Pool: Outdoor
 Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: Adjacent
 Meeting: 15
 Parking: Free
 No. of: 81

Holiday Inn

222 Potomac Boulevard, POB 849
 Mt. Vernon, IL 62864
 Nearest Airport: Mt. Vernon - 3 Miles
 Courtesy Trans: Airport
 Fitness: Yes
 Website: www.holiday_inn@mvn.net

(618) 244-7100
 (800) 465-4329
 (618) 242-8876 (FAX)
 Amtrak: Centralia - 25 Miles
 Breakfast: Full
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: On Site
 Meeting: 600/400
 Parking: Free
 No. of: 223

St. Clair County**Tax Rate: 11.25%****O'Fallon****Baymont Inn - O'Fallon**

136 Regency Park
 O'Fallon, IL 62269
 Nearest Airport: St. Louis - 15 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.baymontinns.com

(618) 632-6668
 (877) BAYMONT
 (618) 632-6676 (FAX)
 Amtrak: St. Louis - 15 Miles
 Breakfast: Full
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$65.00**

Restaurant: Nearby
 Meeting: N/A
 Parking: Free
 No. of: 64

Drury Inn & Suites O'Fallon

1118 Central Park Drive
O'Fallon, IL 62269
Nearest Airport: St. Louis - 32 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.druryinn.com

(618) 624-2211
(800) 378-7946
(618) 624-2211 (FAX)
Amtrak: St. Louis - 15 Miles
Breakfast: Full
Pool: Indoor/Outdoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Adjacent
Meeting: 200/150
Parking: Free
No. of: 181

Extended Stay America

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

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

Rates: **Standard \$69.99**

Restaurant: Adjacent
Meeting: N/A
Parking: Free
No. of: 89

Suburban Extended Stay

148 Regency Park
O'Fallon, IL 62269
Nearest Airport: St. Louis - 15 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.suburbanextendedstay.com/ofallon

(618) 589-3696
(800) 4-CHOICE
(618) 589-3686 (FAX)
Amtrak: St. Louis - 15 Miles
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 89

LaSalle County

Tax Rate: 11%

Ottawa

Super 8

500 East Etna Road
Ottawa, IL 61350
Nearest Airport: N/A
Courtesy Trans: N/A
Fitness: No
Website: www.super8motels.com

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

Rates: **Standard \$70.00**

Restaurant: Nearby
Meeting: 26
Parking: Free
No. of: 52

Peoria County

Tax Rate: 12%

Peoria/East Peoria

Baymont Inn & Suites

2002 West War Memorial Drive
Peoria, IL 61614
Nearest Airport: Peoria - 10 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.baymontinns.com

(309) 686-7600
(877) 229-6668
(309) 68600686 (FAX)
Amtrak: Peoria - 4 Miles
Breakfast: Continental
Pool: Outdoor
Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 118

Extended Stay America

4306 North Brandywine
Peoria, IL 61614
Nearest Airport: Peoria - 10 Miles
Courtesy Trans: N/A
Fitness: No
Website www.extendedstay.com

(309) 688-3110
(800) EXTSTAY
(309) 688-3070 (FAX)
Amtrak: Peoria - 5 Miles
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard \$69.99**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 104

Four Points By Sheraton Downtown Peoria

500 Hamilton Blvd
Peoria, IL 61602
Nearest Airport: Peoria - 6 Miles
Courtesy Trans: Airport/Local Area
Fitness: Yes
Website www.peoriafourpoints.com

(309) 674-2500
(800) 474-2501
(309) 674-1205 (FAX)
Amtrak: Peoria - 5 Miles
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: On Site
Meeting: 1,800/1,000
Parking: Free
No. of: 319

Jameson Inn & Suites

4112 North Brandywine
Peoria, IL 61614
Nearest Airport: Peoria - 10 Miles
Courtesy Trans: Airport
Fitness: Yes
Website www.jamesoninns.com

(309) 685-2556
(800) 526-3766
(309) 685-6272 (FAX)
Amtrak: Peoria - 5 Miles
Breakfast: Continental
Pool: Indoor/Outdoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Adjacent
Meeting: 75/50
Parking: Free
No. of: 115

Par-A-Dice Hotel

7 Blackjack Boulevard
East Peoria, IL 61611
Nearest Airport: Peoria - 7 Miles
Courtesy Trans: Airport
Fitness: Yes
Website www.par-a-dice.com

(309) 699-7711
(800) 727-2342
(309) 699-9317 (FAX)
Amtrak: Bloomington - 32 Miles
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: On Site
Meeting: 1,000/700
Parking: Free
No. of: 202

Peoria Courtyard

1928 West War Memorial Drive
Peoria, IL 61614
Nearest Airport: Peoria - 10 Miles
Courtesy Trans: N/A
Fitness: Yes
Website www.marriott.com

(309) 686-1900
(800) 321-2211
(309) 686-1900 (FAX)
Amtrak: Peoria - 5 Miles
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: On Site
Meeting: 50/30
Parking: Free
No. of: 78

Peoria Residence Inn

2000 West War Memorial Drive
Peoria, IL 61614
Nearest Airport: Peoria - 12 Miles
Courtesy Trans: N/A
Fitness: Yes
Website www.tmihospitality.com

(309) 681-9000
(800) 331-3131
(309) 681-9000 (FAX)
Amtrak: Peoria - 5 Miles
Breakfast: Buffet
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 66

Red Roof Inn

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

Rates: **Standard** **\$39.99**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 108

Springhill Suites by Marriott

2701 West Lake Avenue
Peoria, IL 61615
Nearest Airport: Peoria - 8 Miles
Courtesy Trans: Airport/Local Area
Fitness: Yes
Website: www.springhillpeoria.com

(309) 681-2700
(888) 287-9400
(309) 681-2701 (FAX)
Amtrak: Peoria - 7 Miles
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

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

Restaurant: Nearby
Meeting: 50/40
Parking: Free
No. of: 124

The Grand Hotel

4400 North Brandywine Drive
Peoria, IL 61614
Nearest Airport: Peoria - 10 Miles
Courtesy Trans: Airport
Fitness: Yes
Website: www.grandhotelpeoria.com

(309) 686-8000
(877) 839-4507
(309) 682-8237 (FAX)
Amtrak: Peoria - 8 Miles
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

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

Restaurant: On Site
Meeting: 800/480
Parking: Free
No. of: 240

LaSalle County

Tax Rate: 10%

Peru

Fairfield Inn

4385 Venture Drive
Peru, IL 61354
Nearest Airport: Peoria - 1.5 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.marriott.com

(815) 223-7458
(800) 228-2800
(815) 223-7458 (FAX)
Amtrak: Mendota - 15 Miles
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

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

Restaurant: Nearby
Meeting: 15
Parking: Free
No. of: 64

Adams County

Tax Rate: 14%

Quincy

Fairfield Inn

4315 Broadway
Quincy, IL 62305
Nearest Airport: Quincy - 8 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.tharaldson.com

(217) 223-5922
(800) 228-2800
(217) 223-5922 (FAX)
Amtrak: Quincy - 3 Miles
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

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

Restaurant: Nearby
Meeting: 35
Parking: Free
No. of: 63

Quincy City Center Hotel

201 South 3rd Street
Quincy, IL 62301
Nearest Airport: Quincy - 20 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.magnusonhotels.com

(217) 222-2666
(217) 222-3238 (FAX)
Amtrak: Quincy - 3 Miles
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$59.00**

Restaurant: Nearby
Meeting: 600/300
Parking: Free
No. of: 132

Town & Country Inn & Suites

110 North 54th Street
Quincy, IL 62305
Nearest Airport: Quincy - 5 Miles
Courtesy Trans: Local Area
Fitness: Yes
Website: www.tandcinn.com

(217) 222-8949
(217) 222-8954 (FAX)
Amtrak: Quincy - 5 Miles
Breakfast: Continental
Pool: None
Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: Nearby
Meeting: 700/350
Parking: Free
No. of: 92

Ogle County

Tax Rate: 11%

Rochelle

Holiday Inn Express

1240 Dement Road
Rochelle, IL 61068
Nearest Airport: Rochelle - 5 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.holidayinn.com

(815) 562-9994
(800) HOLIDAY
(815) 562-9995 (FAX)
Amtrak: N/A
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: Nearby
Meeting: 60
Parking: Free
No. of: 80

Whiteside County

Tax Rate: 11%

Rock Falls

Rock Falls Hotel

2105 1st Avenue South
Rock Falls, IL 61071
Nearest Airport: N/A
Courtesy Trans: N/A
Fitness: Yes
Website: www.hotelrockfalls.com

(815) 626-5500
(815) 626-5501 (FAX)
Amtrak: N/A
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: On Site
Meeting: 350
Parking: Free
No. of: 117

Rock Island County

Tax Rate: 13%

Rock Island/Moline

Comfort Inn

2600 52nd Avenue
Moline, IL 61265
Nearest Airport: Moline - .50 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.choicehotels.com

(309) 762-7000
(800) 228-5150
(309) 762-7000 (FAX)
Amtrak: N/A
Breakfast: Buffet
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$65.00**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 62

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) 456-4000
(309) 797-4253 (FAX)
Amtrak: Galesburg - 45 Miles
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 61

Holiday Inn - Rock Island

226 17th Street
Rock Island, IL 61201
Nearest Airport: Rockford - 10 Miles
Courtesy Trans: Airport
Fitness: Yes
Website: www.holidayinn.com/rockislandil

(309) 794-1212
(800) 465-4329
(309) 794-0852 (FAX)
Amtrak: N/A
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: On Site
Meeting: 400
Parking: Free
No. of: 172

Stoney Creek Inn & Conference Center

101 18th Street
Moline, IL 61265
Nearest Airport: Rock Island - 10 Miles
Courtesy Trans: Airport/Local
Fitness: Yes
Website: www.stoneycreekinn.com

(309) 743-0101
(800) 659-2220
(309) 743-0102 (FAX)
Amtrak: N/A
Breakfast: Continental
Pool: Indoor/Outdoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Nearby
Meeting: 450/350
Parking: Free
No. of: 140

Super 8 Moline

2501 52nd Avenue
Moline, IL 61265
Nearest Airport: Quad Cities - 1 Mile
Courtesy Trans: N/A
Fitness: Yes
Website: www.staymoline.com

(309) 797-5580
(800) 800-8000
(309) 799-1561 (FAX)
Amtrak: Galesburg - 30 Miles
Breakfast: Continental
Pool: None
Internet: Complimentary

Rates: **Standard \$36.00**

Restaurant: Adjacent
Meeting: 12
Parking: Free
No. of: 100

Winnebago County

Tax Rate: 12%

Rockford

Candlewood Suites

7555 Walton Street
Rockford, IL 61108
Nearest Airport: Rockford - 10 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: N/A
Parking: Free
No. of: 66

Courtyard Rockford

7676 East State Street
Rockford, IL 61108
Nearest Airport: Rockford - 15 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.rockfordcourtyard.com

(815) 397-6222
(800) 321-2211
(815) 397-6254 (FAX)
Amtrak: N/A
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: On Site
Meeting: 40/25
Parking: Free
No. of: 147

Extended Stay America

653 Clark Drive
Rockford, IL 61107
Nearest Airport: Rockford - 17 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.extendedstay.com

(815) 226-8969
(800) EXTSTAY
(815) 226-8753 (FAX)
Amtrak: N/A
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard \$59.99**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 104

Fairfield Inn & Suites

7651 Walton Street
Rockford, IL 61108
Nearest Airport: Rockford - 8 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.fairfieldrockford.com

(815) 398-7400
(888) 236-2427
(815) 398-7401 (FAX)
Amtrak: N/A
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Adjacent
Meeting: N/A
Parking: Free
No. of: 106

Hampton Inn

615 Clark Drive
Rockford, IL 61107
Nearest Airport: Rockford - 10 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.rockford.hampton.com

(815) 229-0404
(800) 426-7866
(815) 229-0175 (FAX)
Amtrak: N/A
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Adjacent
Meeting: N/A
Parking: Free
No. of: 121

Hilton Garden Inn Rockford

7675 Walton Street
Rockford, IL 61107
Nearest Airport: Rockford - 10 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.hiltongardeninn.com

815-229-3322

815-229-3022 (FAX)
Amtrak: N/A
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: On Site
Meeting: 400/150
Parking: Free
No. of: 135

Holiday Inn Rockford

7550 East State Street
Rockford, IL 61108
Nearest Airport: Rockford - 10 Miles
Courtesy Trans: Local Area
Fitness: Yes
Website: www.holiday-inn.com/rfdil

(815) 398-2200
(800) 383-7829
(815) 229-3122 (FAX)
Amtrak: N/A
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: On Site
Meeting: 150/80
Parking: Free
No. of: 202

Lexington Hotel at Cliffbreakers

700 West Riverside Boulevard
Rockford, IL 61103
Nearest Airport: Rockford - 12 Miles
Courtesy Trans: 5 Mile Radius
Fitness: Yes
Website: www.cliffbreakers.com

(815) 282-3033
(877) 539-7070
(815) 637-4704 (FAX)
Amtrak: N/A
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$65.00**

Restaurant: On Site
Meeting: 1000/600
Parking: Free
No. of: 105

Quality Suites

7401 Walton Street
Rockford, IL 61108
Nearest Airport: Rockford - 8 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.gsrockford.com

(815) 227-1300
(800) 4CHOICE
(815) 227-9231 (FAX)
Amtrak: N/A
Breakfast: Buffet
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$65.00**

Restaurant: Adjacent
Meeting: 30
Parking: Free
No. of: 96

Radisson Hotel & Conference Center Rockford

200 South Bell School Road
Rockford, IL 61108
Nearest Airport: Rockford - 13 Miles
Courtesy Trans: 10 Mile Radius
Fitness: Yes
Website: www.radissonrockford.com

(815) 226-2100
(800) 967-9033
(815) 229-3070 (FAX)
Amtrak: N/A
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: On Site
Meeting: 600/300
Parking: Free
No. of: 114

Red Roof Inn

7434 East State Street
Rockford, IL 61108
Nearest Airport: Rockford - 17 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.redroof.com

(815) 398-9750
(800) REDROOF
(815) 398-9761 (FAX)
Amtrak: N/A
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard \$49.00**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 108

Staybridge Suites

633 North Bell School Road
Rockford, IL 61107
Nearest Airport: Rockford - 13 Miles
Courtesy Trans: 10 Mile Radius
Fitness: Yes
Website: www.staybridge.com/rockford

(815) 397-0200
(877) 238-8889
(815) 397-0202 (FAX)
Amtrak: Harvard - 30 Miles
Breakfast: Continental
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Adjacent
Meeting: 40/24
Parking: Free
No. of: 86

Studio Plus

747 North Bell School Road
Rockford, IL 61107
Nearest Airport: O'Hare - 25 Miles
Courtesy Trans: N/A
Fitness: No
Website: www.extendedstay.com

(815) 397-8316
(800) EXTSTAY
(815) 397-8373 (FAX)
Amtrak: Glenview - 20 Miles
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard \$69.99**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 73

Sangamon County

Tax Rate: 12%

Springfield

Baymont Inn

5871 South 6th Street
Springfield, IL 62703
Nearest Airport: Springfield - 9 Miles
Courtesy Trans: Local Area
Fitness: Yes
Website: www.baymontinns.com/hotel/17908

(217) 529-6655
(877) BAYMONT
(217) 529-6510 (FAX)
Amtrak: Springfield - 6 Miles
Breakfast: Full
Pool: Indoor/Outdoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Adjacent
Meeting: 16/18
Parking: Free
No. of: 75

Candlewood Suites

2501 Sunrise Drive
Springfield, IL 62703
Nearest Airport: Springfield - 10 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.candlewoodsuites.com

(217) 522-5100
(888) 226-3539
(217) 522-5101 (FAX)
Amtrak: Springfield - 7 Miles
Breakfast: None
Pool: None
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Nearby
Meeting: 30
Parking: Free
No. of: 110

Comfort Suites

2620 South Dirksen Parkway
Springfield, IL 62703
Nearest Airport: Springfield - 7 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.choicehotels.com

(217) 753-4000
(800) 424-6423
(217) 753-4166 (FAX)
Amtrak: Springfield - 4 Miles
Breakfast: Full
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Adjacent
Meeting: 40
Parking: Free
No. of: 93

Crowne Plaza

3000 South Dirksen Parkway
Springfield, IL 62703
Nearest Airport: Springfield - 12 Miles
Courtesy Trans: Aiport
Fitness: Yes
Website: www.cpspringfieldcrowneplaza.com

(217) 529-7777
(800) 2CROWNE
(217) 529-6666 (FAX)
Amtrak: Springfield - 5 Miles
Breakfast: None
Pool: Indoor
Internet: 9.95/Day

Rates: **Standard \$70.00**

Restaurant: On Site
Meeting: 1000
Parking: Free
No. of: 288

Hilton Garden Inn

3100 South Dirksen Parkway
Springfield, IL 62703
Nearest Airport: Springfield - 12 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.springfieldil.gardeninn.com

(217) 529-7171
(800) HILTONS
(217) 529-7172 (FAX)
Amtrak: Springfield - 5 Miles
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: On Site
Meeting: 280/190
Parking: Free
No. of: 117

Hilton Springfield

700 East Adams Street
Springfield, IL 62702
Nearest Airport: Springfield - 3 Miles
Courtesy Trans: Airport/Amtrak
Fitness: Yes
Website: www.springfieldil.hilton.com

(217) 789-1530
(800) HILTONS
(217) 789-0709 (FAX)
Amtrak: Springfield - 0.5 Miles
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: On-Site
Meeting: 2,000/1,000
Parking: 8.00/Day
No. of: 366

Holiday Inn Express & Suites

3050 South Dirksen Parkway
Springfield, IL 62703
Nearest Airport: Springfield - 12 Miles
Courtesy Trans: Airport
Fitness: Yes
Website: www.holidayinnexpress.com

(217) 529-7771
(800) HOLIDAY
(217) 529-1777 (FAX)
Amtrak: Springfield - 8 Miles
Breakfast: Full
Pool: None
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Nearby
Meeting: 90
Parking: Free
No. of: 140

Homestyle Inn & Suites

500 North 1st Street
 Springfield, IL 62702
 Nearest Airport: Springfield - 3 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.homestyleinns.com

(217) 522-1100

(217) 753-8589 (FAX)
 Amtrak: Springfield - .5 Miles
 Breakfast: Continental
 Pool: Outdoor
 Internet: Complimentary

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

Restaurant: Nearby
 Meeting: 40
 Parking: Free
 No. of: 50

Mansion View Inn & Suites

529 South 4th Street
 Springfield, IL 62701
 Nearest Airport: Springfield - 4 Miles
 Courtesy Trans: Airport/Amtrak
 Fitness: No
 Website: www.mansionview.com

(217) 544-7411

(800) 252-1083
 (217) 544-6211 (FAX)
 Amtrak: Springfield - 0.5 Miles
 Breakfast: Continental
 Pool: None
 Internet: Complimentary

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

Restaurant: Nearby
 Meeting: 40
 Parking: Free
 No. of: 97

Microtel Inn & Suites

2636 Sunrise Drive
 Springfield, IL 62703
 Nearest Airport: Springfield - 7 Miles
 Courtesy Trans: N/A
 Fitness: No
 Website: www.microtelinn.com

(217) 753-2636

(888) 771-7171
 (217) 753-9636 (FAX)
 Amtrak: Springfield - 5 Miles
 Breakfast: Continental
 Pool: Indoor
 Internet: Complimentary

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

Restaurant: Nearby
 Meeting: 25
 Parking: Free
 No. of: 64

Northfield Inn & Suites

3280 Northfield Drive
 Springfield, IL 62702
 Nearest Airport: Springfield - 4 Miles
 Courtesy Trans: Airport/Amtrak
 Fitness: Yes
 Website: www.northfieldinn.com

(217) 523-7900

(866) 577-7900
 (217) 523-7273 (FAX)
 Amtrak: Springfield - 5 Miles
 Breakfast: Continental
 Pool: Indoor
 Internet: Complimentary

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

Restaurant: On Site
 Meeting: 1,600/700
 Parking: Free
 No. of: 109

President Abraham Lincoln Hotel

701 East Adams Street
 Springfield, IL 62701
 Nearest Airport: Springfield - 3 Miles
 Courtesy Trans: Airport/Amtrak
 Fitness: Yes
 Website: www.presidentabrahamlincolnhotel.com

(217) 321-2446

(866) 788-1860
 (217) 544-8079 (FAX)
 Amtrak: Springfield - .5 Miles
 Breakfast: None
 Pool: Indoor
 Internet: Complimentary

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

Restaurant: On Site
 Meeting: 700/575
 Parking: 7.00/Day
 No. of: 316

Ramada Springfield North

3281 Northfield Road
 Springfield, IL 62702
 Nearest Airport: Springfield - 4 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: Continental
 Pool: Indoor
 Internet: Complimentary

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

Restaurant: Nearby
 Meeting: 90/60
 Parking: Free
 No. of: 97

Red Roof Inn

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

Rates: **Standard \$39.99**

Restaurant: Nearby
Meeting: N/A
Parking: Free
No. of: 108

Sleep Inn

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 - 6 miles
Breakfast: Continental
Pool: None
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Adjacent
Meeting: N/A
Parking: Free
No. of: 61

Springfield Courtyard

3462 Freedom Drive
Springfield, IL 62704
Nearest Airport: Springfield - 7 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.marriott.com

(217) 793-5300
(800) 321-2211
(217) 793-5300 (FAX)
Amtrak: Springfield - 5 Miles
Breakfast: None
Pool: Indoor
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: On Site
Meeting: 30/50
Parking: Free
No. of: 78

The State House Inn

101 East Adams
Springfield, IL 62701
Nearest Airport: Springfield - 8 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.thestatehouseinn.com

(217) 528-5100
(800) 424-6423
(217) 528-4358 (FAX)
Amtrak: .5 Miles
Breakfast: Full
Pool: None
Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Nearby
Meeting: 300/200
Parking: 9.00/Day
No. of: 125

Travelodge

3751 South 6th Street
Springfield, IL 62703
Nearest Airport: Springfield - 10 Miles
Courtesy Trans: N/A
Fitness: Yes
Website: www.travelodge.com

(217) 529-5511
(800) 578-7878
(217) 529-1541 (FAX)
Amtrak: 4 Miles
Breakfast: None
Pool: Outdoor
Internet: Complimentary

Rates: **Standard \$43.00**

Restaurant: On Site
Meeting: 75
Parking: Free
No. of: 94

Jo Daviess County

Tax Rate: 11%

Stockton

Country Inn & Suites Stockton

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

Rates: **Standard \$60.00**

Restaurant: Nearby
Meeting: 40
Parking: Free
No. of: 40

Douglas County**Tax Rate: 11%****Tuscola****Baymont Inn & Suites**

1006 South Line Road
 Tuscola, IL 61953
 Nearest Airport: N/A
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.baymontinns.com

(217) 253-3500
 (800) 434-5800
 (217) 253-2773 (FAX)
 Amtrak: Champaign - 30 Miles
 Breakfast: Continental
 Pool: Indoor
 Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: Adjacent
 Meeting: 25
 Parking: Free
 No. of: 58

Monroe County**Tax Rate: 11%****Waterloo****Super 8 Motel of Waterloo**

112 Warren Drive
 Waterloo, IL 62298
 Nearest Airport: St. Louis - 75 Miles
 Courtesy Trans: N/A
 Fitness: Yes
 Website: www.waterlooinn.net

(618) 939-2020
 (800) 800-8000
 (618) 939-2029 (FAX)
 Amtrak: St. Louis - 40 Miles
 Breakfast: Continental
 Pool: None
 Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: Adjacent
 Meeting: N/A
 Parking: Free
 No. of: 45

Jo Daviess County**Tax Rate: 11%****West Galena****Best Western Designer Inn & Suites**

9923 US 20 West
 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: N/A
 Parking: Free
 No. of: 41

Franklin County**Tax Rate: 11%****Whittington****Seasons at Rend Lake**

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

Rates: **Standard \$60.00**

Restaurant: On Site
 Meeting: 250
 Parking: Free
 No. of: 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, 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, 2013. 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	52.00	260.00
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 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 \$18.00 (either direction). The State of Illinois rate of \$18.00 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 \$18.00 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.

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.