

# A TRAVEL GUIDE FOR STATE OF ILLINOIS EMPLOYEES

## FY 2015



*Prepared by*

## **The Governor's Travel Control Board**

Simone McNeil, Chairman  
Amanda Sutton, Member  
John D'Alessandro, Member

Kelley Wells, State Travel Coordinator

## TRAVEL GUIDE FOR STATE EMPLOYEES

July 1, 2014

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](mailto:Kelley.Wells@illinois.gov), or you may write to:

Kelley Wells  
State Travel Coordinator  
Governor's Travel Control Board  
Room 801  
William G. Stratton Building  
Springfield, Illinois 62706

Thank you for your continued cooperation and support,

Sincerely,



Simone McNeil  
Chairman  
Governor's Travel Control Board

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

July 1, 2014

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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; amended at 37 Ill. Reg. 4383, effective March 22, 2013.

#### SUBPART A: GENERAL

##### **Section 3000.100 Authority**

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

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

##### **Section 3000.110 Philosophy**

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

### **Section 3000.120 Policy**

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

### **Section 3000.130 Scope and Interpretation**

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

written opinion from the Attorney General or a decision of a court of competent jurisdiction.

### **Section 3000.140 Definitions**

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

**Agency Head:** The chief executive officer of an agency or a designated representative. Representatives must be authorized by the Agency Head and must be on file with the Office of the Comptroller. Filing of the Signature Authorization Card (SCO-95) shall constitute authorization.

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

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

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

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

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

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

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

### **SUBPART B: TRAVEL CONTROL SYSTEM**

### **Section 3000.200 Travel Control System**

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

### **Section 3000.210 Designation of Headquarters**

- a) Section 12-3 of the State Finance Act, [30 ILCS 105/12-3], requires that Form TA-2 be completed and filed with the Legislative Audit Commission for any individual whose headquarters has been designated as a location other than that at which official duties require the largest part of working time. The reports shall be filed no later than July 15 for the period from January 1 through June 30 of that year and no later than January 15 for the period July 1 through December 31 of the preceding year. If an agency has more than one facility or institution, the report shall indicate on its face to which facility or institution the data pertain.
- b) Agencies with no officers or employees in this status will file negative reports.
- c) The Travel Control Boards shall prescribe procedures for headquarters designation for Agency Heads under their respective jurisdictions.

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

### **Section 3000.220 Expenses at Headquarters or Residence**

- a) As a condition of employment, employees expect to incur commuting expenses between their residence and headquarters. These expenses are not reimbursable. Meals, lodging and per diem are not reimbursable at headquarters or at residence. Expenses associated with State business in excess of commuting expenses are reimbursable at headquarters and/or residence. An employee whose travel does not include travel through headquarters shall be reimbursed for all mileage. An employee whose travel does include travel through headquarters shall be reimbursed for all mileage in excess of commuting mileage. All travel must be by the most direct route.
- b) "Travel through headquarters" is defined as:  
Any travel to or through the corporate city limits of the employee's designated headquarters, regardless of whether the employee made a stop at the work site or changed vehicles or modes of transportation.
- c) Examples of reimbursable mileage expenses are as follows:

- 1) Residence/Lincoln – Headquarters/Springfield. Employee drives from residence in Lincoln to Chicago and returns to residence. Reimbursement is for all mileage because the travel was not to or through headquarters.
- 2) Residence/Lincoln – Headquarters/Springfield. Employee drives from residence in Lincoln to Collinsville and back to residence. Reimbursement is for all mileage in excess of commuting mileage. The travel, by the most direct route, was through headquarters.
- 3) Residence/Carbondale – Headquarters/Marion. Employee drives from residence to headquarters. Later, employee drives from headquarters to Anna and back to residence. Reimbursement is for all mileage in excess of commuting mileage.
- 4) Residence/Evanston – Headquarters/JRTC, Chicago. Employee drives from residence to McCormick Place for an event. After the event, the employee drives to headquarters, then to residence. Reimbursement is for all mileage in excess of commuting mileage because the travel was through headquarters.
- 5) Residence/Chicago – Headquarters/JRTC, Chicago. Employee normally commutes to work by train. However, in order to attend a meeting at another location, the employee drives from residence to headquarters, then to the meeting location, then returns to headquarters and back to residence. Reimbursement is for all mileage in excess of commuting mileage. The fact that the employee normally rides the train to work has no effect on determining reimbursement.

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

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

### **Section 3000.230 Preparation and Submission of Vouchers or Travel Expenses**

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

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

## **SUBPART C: TRANSPORTATION**

## Section 3000.300 Modes of Transportation

- a) All travel shall be by the most economical mode of transportation available considering travel time, costs and work requirements. Modes of transportation authorized for official travel include automobiles, railroads, airlines, buses, taxicabs, and other usual means of conveyance.
- b) State vehicles may be used when most economical. When applicable, Vehicle Rules (44 Ill. Adm. Code 5040) issued by the Department of Central Management Services shall govern use of State-owned vehicles. Agency rules further defining use of vehicles may also apply. Specific instructions covering service and repairs of these vehicles are to be found in the glove compartment of each vehicle.
- c) Arrangements on airplanes, trains, or boats shall be the least costly reasonably available alternative.
- d) Chartered aircraft, boats, trains, buses or other similar conveyance shall be used only as a last resort or if proven to be most economical for the circumstances. A full explanation for the use of that transportation must accompany the voucher.
- e) The rental of an automobile while on travel status is allowed, if circumstances require. The most economical vehicle available that is suitable for the State's business shall be obtained. The collision damage waiver and personal accident insurance on rented vehicles are not reimbursable.
- f) Privately owned vehicles may be used when authorized by appropriate agency personnel.
  - 1) Employees using private vehicles on State business must have insurance coverage in an amount not less than that required by Section 10-101(b) of the Illinois Vehicle Code [625 ILCS 5/10-101(b)]. Prior to that authorization the Agency Head shall require employees to file a statement certifying that they are duly licensed and carry at least the minimum insurance coverage or shall require that certification to be noted on the travel voucher.
  - 2) Reimbursement for use of a private vehicle shall be on a mileage basis and shall be in accordance with the rate promulgated pursuant to 5 USC 5707(b)(2) and as shown in Appendix A (Reimbursement Schedule). In the event the rate set under the federal regulations increases or decreases during the course of the State's fiscal year, the effective date of the new rate shall be the effective date of the change in the federal rate.

- g) Agency Heads may authorize the use of privately owned aircraft on State business.
  - 1) Employees using privately owned aircraft on State business shall be duly licensed by the appropriate licensing body for the particular aircraft to be flown, shall carry insurance in at least the amount of \$500,000 combined single limit, and shall certify this to the Agency Head. The certification of insurance shall be available for review and shall be noted on the travel voucher.
  - 2) Reimbursement for the use of privately owned aircraft may be set by the individual Boards, but shall not exceed the rate set by the Federal Government pursuant to 5 USC 5707(b)(2) and 41 CFR 301-4.2(a)(2), as revised September 8, 1998 (Federal Register, Vol. 63, #173, Government Printing Office). No later amendments or editions shall act to vary this rate.

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

### **Section 3000.310 Routing**

All travel shall be by the most direct route. Expenses due to deviations for convenience shall be borne by the employee. Distances between destinations shall be as shown on the Illinois Highway Map published by the Secretary of State. Where no mileages are available, odometer readings shall be used. Mileage in and around a city of destination may be claimed as such.

## **SUBPART D: LODGING**

### **Section 3000.400 Lodging Allowances**

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

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

### **Section 3000.410 Least Costly Lodging**

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

### **Section 3000.420 Conference Lodging**

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

### **Section 3000.430 Employee Owned or Controlled Housing**

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

## **SUBPART E: PER DIEM-MEALS**

### **Section 3000.500 Per Diem Allowance**

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

### **Section 3000.510 Meal Allowance**

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

#### SUBPART F: MISCELLANEOUS RULES

##### **Section 3000.600 Reimbursable and Non-Reimbursable Expenses**

- a) The cost of business related special expenses, if reasonable, shall be reimbursable. Examples are:
  - 1) Hire of room, exhibit space, set up, and such for official business.
  - 2) Laundry and dry cleaning if on travel status for at least seven (7) consecutive days.
  - 3) Storage and handling of baggage.
  - 4) Taxis including reasonable tips.
  - 5) Telephone calls on official business including calls of 3 minutes or less to announce safe arrival or delay-change in plans.
  - 6) Telephone calls to secure lodging
- b) Examples of non-reimbursable expenses are:
  - 1) Alcoholic Beverages

- 2) Coat Check
- 3) Entertainment
- 4) Late check-out and room guarantee charges
- 5) Meals for other State employees or Officers
- 6) Parking tickets or other traffic tickets
- 7) Tips incurred beyond those specifically provided in this Part
- 8) Transportation to procure meals except as provided in Section 3000.610.

### **Section 3000.610 Expenses Related to Transportation**

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

### **Section 3000.620 Receipts Required**

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

### **Section 3000.630 Meals for Other Persons**

Meals purchased for non-State employees while on travel status and in connection with State business are reimbursable in reasonable amounts. A statement specifying why, for whom, and certifying that the claim does not include alcoholic beverages shall be

attached to the travel voucher. Agencies are responsible for proper monitoring of claims under this Section.

## SUBPART G: EXCEPTIONS

### **Section 3000.700 Exceptions to the Rules**

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

### **Section 3000.710 Board/Agency Rules**

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

### **Section 3000.720 Non-Required Travel**

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

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

PART 2800  
TRAVEL

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2800.230	Government Charge Cards (Repealed)
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SUBPART D: LODGING

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SUBPART E: PER DIEM MEALS

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SUBPART F: MISCELLANEOUS RULES

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#### SUBPART G: EXCEPTIONS TO THE RULES

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

#### 2800.APPENDIX A Reimbursement Schedule

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

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

#### SUBPART A: GENERAL

##### **Section 2800.100 Definitions**

The following definitions shall apply to this Part:

"Board": The Governor's Travel Control Board

"Council": The Travel Regulation Council

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

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

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

### **Section 2800.110 Application and Interpretation**

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

### **SUBPART B: TRAVEL CONTROL SYSTEM**

### **Section 2800.200 Travel Control System**

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

### **Section 2800.210 Travel Coordinator**

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

## **Section 2800.230 Government Charge Cards (Repealed)**

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

## **Section 2800.235 Expenses at Headquarters or Residence**

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

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

### **Section 2800.240 Preparation and Submission of Travel Vouchers**

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

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

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

### **Section 2800.250 Approval and Submission of Travel Vouchers**

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

## **Section 2800.260 Items Directly Billed**

- a) Agency Heads shall keep billing of travel expenses directly to the State to the least extent possible.
- b) Employees may not be reimbursed for items billed directly to the State. Such direct billed items shall be indicated on the travel voucher along with all reimbursable items. All columns of travel vouchers are to be totaled and cross-footed. The direct-billed total will then be deducted from the cross-footed total with the balance being the amount to be reimbursed to the employee. In all such cases supporting documentation shall also be attached if available. For transportation expenses billed directly, a copy of the State of Illinois Transportation Request form shall be attached to the invoice voucher (Form C-13). For lodging expenses billed directly, room, tax, hotel parking and business phone calls only shall be accepted. However, charges for business phone calls must be noted as such on the invoice voucher (Form C-13). Charges for phone service in a room which are automatically added to the bill by the hotel may also be direct billed. Any charges in excess of the allowable lodging rate specified in the Reimbursement Schedule (found in the rules of the Travel Regulation Council) or for restaurants, room services, personal telephone calls and other expenses shall be paid by the traveler upon check-out. Such expenses shall not be deducted from the traveler's reimbursement in exchange for direct billing. Meal and incidental expenses shall not be billed directly to the State. Such expenses shall not be in excess of the maximums allowed.

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

## **Section 2800.270 Conference Registration Fees**

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

### **SUBPART C: TRANSPORTATION EXPENSES**

## **Section 2800.300 Incidental Expenses for Private and State Owned Automobiles**

- a) Reimbursement for the cost of automobile parking fees and bridge, road and tunnel tolls shall be allowed. The fee for parking an automobile at a common carrier terminal, or other parking area, while the traveler is away from headquarters shall be allowed only to the extent that the fee, plus the allowable mileage reimbursement to and from the terminal or other

parking area, does not exceed the estimated cost for use of a limousine or taxicab to and from the terminal.

- b) When the use of public transportation or common carrier is a reasonable alternative, the mileage payment shall not exceed the cost of its use. A reasonable alternative exists when the cost of travel, taking into account both transportation time and per diem expenses would be less if public transportation or common carrier were used.
- c) Where the nature and location of the work at a temporary duty station are such that suitable meals cannot be procured there, the expenses of daily travel required to procure meals at the nearest available place shall be considered necessary transportation. A statement of the necessity for such daily travel shall accompany the travel voucher. Necessity may be shown by lack of refrigeration or cooking facilities, or lack of restaurants at the site, or need to accommodate special dietary restrictions.
- d) Transportation between place of lodging and place of business at a temporary duty station shall be allowed as a transportation expense.

#### SUBPART D: LODGING

##### **Section 2800.400 Conference Lodging**

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

##### **Section 2800.410 Employee Owned or Controlled Housing**

State employees on travel status may stay in employee owned or controlled (rented, leased, etc.) property including motor homes and shall be reimbursed, upon request, for the cost of lodging not to exceed 75% of the applicable lodging rate per day. Lodging reimbursement shall not exceed the mortgage, installment or rental payment made by the employee. The monthly mortgage, installment or rental payment may not exceed \$960.00 in the city of Chicago, \$700.00 in suburban Cook County, Lake, McHenry, Kane, Will and Dupage County, and \$550.00 in the 96 downstate counties. The total reimbursement for the fiscal year shall not exceed the mortgage, installment or rental total of that fiscal year. Exceptions to the monthly mortgage, installment or rental

payment allowed may be granted by the Board upon written request from the Agency Head. Once that amount is reached, further lodging reimbursement shall not be given for travel to the city or work site containing the employee owned or controlled housing. Each agency shall monitor expenses to ensure compliance with this Part and shall report to the Board when the maximum reimbursement is reached. Agencies shall report quarterly to the Board fiscal year to date expenses of employees receiving reimbursement under this provision. Prior to receiving reimbursement a statement giving the address of the property, mortgage, installment or rental payment and distance from the work site must be filed with the Board. This option is not available if other costs such as mileage would make this a more expensive alternative.

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

#### SUBPART E: PER DIEM MEALS

##### **Section 2800.500 Conference Meals**

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

#### SUBPART F: MISCELLANEOUS RULES

##### **Section 2800.600 Lack of Receipts**

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

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

##### **Section 2800.650 Headquarter Designation for Agency Heads**

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

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

## SUBPART G: EXCEPTIONS TO THE RULES

### **Section 2800.700 Special Exceptions – Requested In Advance**

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

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

### **Section 2800.710 Ex Post Facto Exceptions**

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

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

**Section 2800.Appendix A****Reimbursement Schedule**

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

<b>Type of Reimbursement</b>	<b>Rate</b>
<u>Mileage</u>	
Auto	\$0.56/mile (effective January 1, 2014) (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

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

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

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

\$110.00

All other out-of-state locations

\$90.00

Out-of-Country

Actual Reasonable

\* The maximum reimbursement rate in Cook County and in the District of Columbia is equal to the rate established by the federal government. However, hotels in Cook County (on the Preferred Hotel Listing) have agreed to offer state employees rates of \$130.00 or less for Fiscal Year 2015. 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 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 2015 Preferred Hotel Listing must always be contacted first when seeking overnight accommodations. In general, lodging is only allowed at hotels which do not appear on the Preferred Hotel Listing if:
  - 1) The rate offered is lower than the rates of preferred hotels in the area, or
  - 2) There are no preferred hotels in the area in which lodging is required, or
  - 3) The traveler is staying at a hotel while attending a non-state sponsored conference (see Section 2800.400 of the travel rules), or
  - 4) A newly-opened hotel in the area has agreed to offer a rate which is the same or lower than that of preferred hotels in the area.
- Policies regarding lodging rate exceptions can be found in this guide. Contact your agency Travel Coordinator for applicable procedures in your agency.
- Many hotels in the Preferred Hotel Listing offer state rates based on room availability. Hotels are not obligated to always offer the "state" rate.
- Reservations should be made as far in advance as possible. Guarantee reservations when necessary. Always ask the hotel about its cancellation policy. In busier times, cancellation policies will sometimes require the traveler to cancel 72 hours in advance or be charged for the room. If you must cancel a reservation, do so before the deadline. If you make a reservation for several nights in succession, ask the hotel about their early check-out policy. Some hotels charge an early check-out fee if a guest checks out prior to their scheduled departure date.
- Always show proper identification to prove state employment when checking-in. Hotels will normally accept a state-issued ID card as sufficient identification.
- Confirm that the "state" rate will be received. This should be done when making the reservation, when checking-in and when checking-out. Remember, the "state" rate may be different than the "government" rate. The "government" rate, in many cases, applies to federal government travel. Make certain the "state" rate quoted is within the maximum allowed by the rules contained in this document. If working with a preferred hotel, use this guide to verify the hotel is quoting the state's negotiated rate.
- Carefully review the bill upon check-out to ensure that the room charge reflects the appropriate rate and that no unauthorized charges have been added. For example, some hotels will automatically add a security charge or phone usage charge to your bill. If these services are not used, the charges should be removed before checking-out.
- If direct billing, be sure all personal or incidental charges are paid when checking-out (i.e., pay movies, personal phone calls, etc.).
- Be sure to obtain a copy of the hotel bill to attach to the travel voucher.
- If traveling by car, inquire regarding self parking options. Many hotels only offer Valet Parking which is not a reimbursable expense.

### **Preferred Hotel Listing**

The Governor's Travel Control Board has negotiated discounted lodging rates with a total of 271 hotels. The Preferred Hotel Listing has been separated into four primary categories:

<b>AREA</b>	<b>NUMBER OF HOTELS</b>
<b>Chicago Metro</b>	
City of Chicago	29
Suburban Cook County, counties of DuPage, Kane, Lake, McHenry and Will	120
<b>Chicago Area Airports</b>	
Midway	1
O'Hare	10
<b>Downstate Illinois</b>	
City of Springfield	21
All other downstate IL areas	90

### **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 are strongly encouraged to use the government charge card to pay for lodging expenses. 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, 2014 - June 30, 2015.

### **Internet Addresses**

Internet addresses, either for the hotel specifically or for the chain it represents, have been included for each property. Employees are encouraged to use these links to obtain additional information about the hotel and to make reservations when the

negotiated state rate, or a better rate, is available through the on-line process. Note: Although these links are provided to assist travelers in making reservations, employees must adhere to their agency policy regarding Internet usage.

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

## Fiscal Year 2015 Preferred Hotel Listing

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

<b>Cook County</b>	<b>Tax Rate: 11%</b>	<b>Arlington Heights</b>
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<b><u>Courtyard Arlington Heights South</u></b>		<b>Rates: Standard \$109.00</b>
100 West Algonquin Road	(847) 437-3344	
Arlington Heights, IL 60005	(800) 321-2211	
Nearest Airport: O'Hare - 7 Miles	(847) 437-3367 (FAX)	
Courtesy Trans: N/A	Amtrak: 25 Miles	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 40/25
Website: <a href="http://www.Marriott.com">www.Marriott.com</a>	Pool: Indoor	No. of Rooms: 147
	Internet: Complimentary	

<b><u>Red Roof Inn Chicago Arlington Heights</u></b>		<b>Rates: Standard \$43.99</b>
22 West Algonquin Road	(847) 228-6650	
Arlington Heights, IL 60005	(800) REDROOF	
Nearest Airport: O'Hare - 9 Miles	(847) 228-6709 (FAX)	
Courtesy Trans: N/A	Amtrak: N/A	Restaurant: Nearby
Fitness: No	Breakfast: None	Meeting Cap.: N/A
Website: <a href="http://www.redroof.com">www.redroof.com</a>	Pool: None	No. of Rooms: 136
	Internet: Complimentary	

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

<b>Kane County</b>	<b>Tax Rate: 9%</b>	<b>Aurora</b>
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<b><u>Comfort Suites</u></b>		<b>Rates: Standard \$80.00</b>
111 North Broadway	(630) 896-2800	
Aurora, IL 60505	(866) 896-2888	
Nearest Airport: Midway - 34 Miles	(630) 896-2887 (FAX)	
Courtesy Trans: N/A	Amtrak: 5 Miles	Restaurant: Adjacent
Fitness: Yes	Breakfast: Full	Meeting Cap.: 80/48
Website: <a href="http://www.comfortsuitesaurora.com">www.comfortsuitesaurora.com</a>	Pool: Indoor	No. of Rooms: 82
	Internet: Complimentary	

<b>Lake County</b>	<b>Tax Rate: 11%</b>	<b>Bannockburn</b>
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<b><u>LaQuinta Inn &amp; Suites Chicago Northshore</u></b>		<b>Rates: Standard \$80.00</b>
2000 South Lakeside Drive	(847) 317-7300	
Bannockburn, IL 60015	(800) 531-5900	
Nearest Airport: O'Hare - 18 Miles	(847) 317-3350 (FAX)	
Courtesy Trans: 5 Mile Radius	Amtrak: N/A	Restaurant: Nearby
Fitness: Yes	Breakfast: Continental	Meeting Cap.: 100
Website: <a href="http://www.lq.com">www.lq.com</a>	Pool: Indoor	No. of Rooms: 127
	Internet: Complimentary	

<b>Dupage County</b>	<b>Tax Rate: 11%</b>	<b>Bensenville</b>
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<b><u>Country Inn &amp; Suites by Carlson</u></b>		<b>Rates: Standard \$80.00</b>
777 East Grand Avenue	(630) 279-0100	
Bensenville, IL 60106	(800) 830-5222	
Nearest Airport: O'Hare - 6 Miles	(630) 279-0111 (FAX)	
Courtesy Trans: Airport	Amtrak: Glenview - 11 Miles	Restaurant: Nearby
Fitness: Yes	Breakfast: Full	Meeting Cap.: N/A
Website: <a href="http://www.countryinns.com">www.countryinns.com</a>	Pool: Indoor	No. of Rooms: 92
	Internet: Complimentary	

<b>Will County</b>	<b>Tax Rate: 16%</b>	<b>Bolingbrook</b>
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<b><u>La Quinta Inn Bolingbrook</u></b>		<b>Rates: Standard \$74.00</b>
225 West South Frontage Road	(630) 226-0000	
Bolingbrook, IL 60440	(800) 531-5900	
Nearest Airport: Midway - 18 Miles	(630) 226-1111 (FAX)	
Courtesy Trans: N/A	Amtrak: N/A	Restaurant: Nearby
Fitness: Yes	Breakfast: Continental	Meeting Cap.: 35
Website: <a href="http://www.lq.com">www.lq.com</a>	Pool: Indoor	No. of Rooms: 99
	Internet: Complimentary	

<b>Lake County</b>	<b>Tax Rate: 11%</b>	<b>Buffalo Grove</b>
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<b><u>Extended Stay America Chicago - Buffalo Grove</u></b>		<b>Rates: Standard \$79.99</b>
1525 Busch Parkway	(847) 215-0641	
Buffalo Grove, IL 60089	(800) 398-7829	
Nearest Airport: O'Hare - 20 Miles	(847) 215-0642 (FAX)	
Courtesy Trans: N/A	Amtrak: Glenview - 10 Miles	Restaurant: Adjacent
Fitness: No	Breakfast: Continental	Meeting Cap.: N/A
Website: <a href="http://www.extendedstayamerica.com">www.extendedstayamerica.com</a>	Pool: None	No. of Rooms: 123
	Internet: Complimentary	

<b><u>Wyndham Garden Buffalo Grove</u></b>		<b>Rates: Standard \$70.00</b>
900 West Lake Cook Road	(847) 215-8883	
Buffalo Grove, IL 60089	(800) 996-3486	
Nearest Airport: O'Hare - 14 Miles	(847) 215-9304 (FAX)	
Courtesy Trans: Local Area	Amtrak: Union Station	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 100/50
Website: <a href="http://www.wyndhamgardenbuffalogrove.com">www.wyndhamgardenbuffalogrove.com</a>	Pool: Indoor	No. of Rooms: 155
	Internet: Complimentary	

**Extended Stay America Chicago Burr Ridge** Rates: **Standard \$74.99**

15 West 122nd South Frontage Road Burr Ridge, IL 60527	(630) 323-6630 (800) EXTSTAY (630) 323-4337 (FAX)	
Nearest Airport: Midway - 20 Miles	Amtrak: Hinsdale - 10 Miles	Restaurant: Nearby
Courtesy Trans: N/A	Breakfast: Continental	Meeting Cap.: N/A
Fitness: No	Pool: None	No. of Rooms: 119
Website: <a href="http://www.extendedstayamerica.com">www.extendedstayamerica.com</a>	Internet: Complimentary	

**Quality Inn & Conference Center** Rates: **Standard \$80.00**

300 South Frontage Road Burr Ridge, IL 60527	(630) 325-2900 (800) 424-6423 (630) 325-8907 (FAX)	
Nearest Airport: Midway - 12 Miles	Amtrak: Hinsdale - 4 Miles	Restaurant: On Site
Courtesy Trans: 7 Mile Radius	Breakfast: Full	Meeting Cap.: 400/200
Fitness: Yes	Pool: Indoor	No. of Rooms: 120
Website: <a href="http://www.choicehotels.com/hotel/il379">www.choicehotels.com/hotel/il379</a>	Internet: Complimentary	

**Hampton Inn - Carol Stream - Wheaton** Rates: **Standard \$80.00**

205 West North Avenue Carol Stream, IL 60188	(630) 681-9200 (800) HAMPTON (630) 415-0660 (FAX)	
Nearest Airport: O'Hare - 15 Miles	Amtrak: Wheaton - 4 Miles	Restaurant: Nearby
Courtesy Trans: N/A	Breakfast: Full	Meeting Cap.: 90/70
Fitness: Yes	Pool: Indoor	No. of Rooms: 116
Website: <a href="http://www.chicagocarolstream.hamptoninn.com">www.chicagocarolstream.hamptoninn.com</a>	Internet: Complimentary	

**Holiday Inn & Suites** Rates: **Standard \$80.00**

150 South Gary Avenue Carol Stream, IL 60188	(630) 665-3000 (800) 800-6509 (630) 665-9389 (FAX)	
Nearest Airport: O'Hare - 17 Miles	Amtrak: 40 Miles	Restaurant: On-Site
Courtesy Trans: 5 Mile Radius	Breakfast: None	Meeting Cap.: 400/200
Fitness: Yes	Pool: Indoor	No. of Rooms: 190
Website: <a href="http://www.holidayinn.com/chi-carol">http://www.holidayinn.com/chi-carol</a>	Internet: Complimentary	

**Allerton Hotel** Rates: **Standard \$130.00**

701 North Michigan Avenue Chicago, IL 60611	(312) 440-1500 (877) 701-8111 (312) 440-1819 (FAX)	
Nearest Airport: Midway - 12 Miles	Amtrak: Union Station - 2 Miles	Restaurant: On Site
Courtesy Trans: N/A	Breakfast: None	Meeting Cap.: 250/160
Fitness: Yes	Pool: None	No. of Rooms: 443
Website: <a href="http://www.warwickhotels.com">www.warwickhotels.com</a>	Internet: Complimentary	

<b><u>Best Western River North</u></b>		Rates: <b>Standard \$130.00</b>
125 West Ohio	(312) 467-0800	
Chicago, IL 60610	(800) 727-0800	
Nearest Airport: Midway - 12 Miles	(312) 467-1665 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 0.5 Miles	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: N/A
Website: <a href="http://www.rivernorthhotel.com">www.rivernorthhotel.com</a>	Pool: Indoor	No. of Rooms: 150
	Internet: Complimentary	

<b><u>Chicago South Loop Hotel</u></b>		Rates: <b>Standard \$130.00</b>
11 West 26th Street	(312) 225-7000	
Chicago, IL 60616	(312) 225-2396 (FAX)	
Nearest Airport: Midway - 9 Miles	Amtrak: Union Station - .5 Miles	Restaurant: On Site
Courtesy Trans: 5 Block Radius	Breakfast: None	Meeting Cap.: 200/100
Fitness: Yes	Pool: None	No. of Rooms: 232
Website: <a href="http://www.chicagosouthloophotel.com">www.chicagosouthloophotel.com</a>	Internet: Complimentary	

<b><u>Congress Plaza Hotel &amp; Convention Center</u></b>		Rates: <b>Standard \$130.00</b>
520 South Michigan Avenue	(312) 427-3800	
Chicago, IL 60605	(800) 635-1666	
Nearest Airport: Midway - 11 Miles	(312) 427-7264 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 1 Mile	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 750/325
Website: <a href="http://www.congressplazahotel.com">www.congressplazahotel.com</a>	Pool: None	No. of Rooms: 871
	Internet: 7.95/Day	

<b><u>Crowne Plaza Chicago Metro</u></b>		Rates: <b>Standard \$130.00</b>
733 West Madison	(312) 829-5000	
Chicago, IL 60661	(800) 227-6963	
Nearest Airport: Midway - 13 Miles	(312) 602-2199 (FAX)	
Courtesy Trans: 1 Mile Radius	Amtrak: Union Station - .5 Miles	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 400/250
Website: <a href="http://www.thechicagometro.com">www.thechicagometro.com</a>	Pool: None	No. of Rooms: 398
	Internet: Complimentary	

<b><u>Fairfield Inn &amp; Suites Chicago Downtown</u></b>		Rates: <b>Standard \$130.00</b>
216 East Ontario Street	(312) 787-3777	
Chicago, IL 60611	(855) 476-6661	
Nearest Airport: Midway - 12 Miles	(312) 787-8714 (FAX)	
Courtesy Trans: None	Amtrak: Union Station - 1 Mile	Restaurant: Nearby
Fitness: Yes	Breakfast: Buffet	Meeting Cap.: 12
Website: <a href="http://www.fairfieldsuiteschicago.com">www.fairfieldsuiteschicago.com</a>	Pool: None	No. of Rooms: 185
	Internet: Complimentary	

<b><u>Hampton Inn &amp; Suites</u></b>		Rates: <b>Standard \$130.00</b>
33 West Illinois	(312) 832-0330	
Chicago, IL 60610	(800) HAMPTON	
Nearest Airport: Midway - 12 Miles	(312) 832-0333 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 1.5 Miles	Restaurant: On Site
Fitness: Yes	Breakfast: Full	Meeting Cap.: 110/72
Website: <a href="http://www.hamptonsuiteschicago.com">www.hamptonsuiteschicago.com</a>	Pool: Indoor	No. of Rooms: 230
	Internet: Complimentary	

<b><u>Hampton Inn Chicago Downtown Mag Mile</u></b>		Rates: <b>Standard \$130.00</b>
160 East Huron Chicago, IL 60611 Nearest Airport: O'Hare - 17 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.avenuehotelchicago.com">www.avenuehotelchicago.com</a>	(312) 787-2900 (888) 370-0981 (312) 787-6093 (FAX) Amtrak: Union Station - 2 Miles Breakfast: Full Pool: Outdoor Internet: Complimentary	Restaurant: On Site Meeting Cap.: 75/50 No. of Rooms: 350

<b><u>Hampton Majestic</u></b>		Rates: <b>Standard \$130.00</b>
22 West Monroe Chicago, IL 60603 Nearest Airport: Midway - 11 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.hamptonmajestic.com">www.hamptonmajestic.com</a>	(312) 332-5052 (800) HAMPTON (312) 332-5051 (FAX) Amtrak: Union Station - 1 Mile Breakfast: Full Pool: None Internet: Complimentary	Restaurant: On Site Meeting Cap.: N/A No. of Rooms: 135

<b><u>Hard Rock Hotel Chicago</u></b>		Rates: <b>Standard \$130.00</b>
230 North Michigan Avenue Chicago, IL 60601 Nearest Airport: Midway - 16 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.hardrockhotelchicago.com">www.hardrockhotelchicago.com</a>	(312) 345-1000 (312) 345-1012 (FAX) Amtrak: Union Station - 1 Mile Breakfast: None Pool: None Internet: Complimentary	Restaurant: On Site Meeting Cap.: 300/198 No. of Rooms: 381

<b><u>Holiday Inn Chicago Mart Plaza</u></b>		Rates: <b>Standard \$130.00</b>
350 North Orleans Chicago, IL 60654 Nearest Airport: Midway - 12 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.martplaza.com">www.martplaza.com</a>	(312) 836-5000 (800) HOLIDAY (312) 222-9508 (FAX) Amtrak: Union Station - 1 Mile Breakfast: None Pool: Indoor Internet: Complimentary	Restaurant: On Site Meeting Cap.: 900/450 No. of Rooms: 521

<b><u>Holiday Inn Hotel &amp; Suites</u></b>		Rates: <b>Standard \$130.00</b>
506 West Harrison Street Chicago, IL 60607 Nearest Airport: Midway - 10 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.hidowntown.com">www.hidowntown.com</a>	(312) 957-9100 (800) HOLIDAY (312) 957-0474 (FAX) Amtrak: Union Station - 0.5 Miles Breakfast: None Pool: Outdoor Internet: Complimentary	Restaurant: On Site Meeting Cap.: 200/100 No. of Rooms: 145

<b><u>Homewood Suites Chicago Downtown Mag Mile</u></b>		Rates: <b>Standard \$130.00</b>
152 East Huron Chicago, IL 60611 Nearest Airport: O'Hare - 17 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.homewoodsuitesmagmile.com">www.homewoodsuitesmagmile.com</a>	(312) 787-2900 (800) CALL-HOME (312) 787-6093 (FAX) Amtrak: Union Station - 2 Miles Breakfast: Full Pool: Outdoor Internet: Complimentary	Restaurant: On-Site Meeting Cap.: 75/50 No. of Rooms: 127

<b><u>Homewood Suites Chicago Downtown Mag Mile</u></b>		Rates: <b>Standard \$130.00</b>
152 E. Huron	(312) 787-2900	
Chicago, IL 60611	(800) CALLHOME	
Nearest Airport: O'Hare - 17 Miles	(312) 787-6093 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 2 Miles	Restaurant: On-Site
Fitness: Yes	Breakfast: Full	Meeting Cap.: 75/50
Website: <a href="http://www.homewoodsuitesmagmile.com">www.homewoodsuitesmagmile.com</a>	Pool: Outdoor	No. of Rooms:
	Internet:	

<b><u>Hotel Allegro</u></b>		Rates: <b>Standard \$130.00</b>
171 West Randolph	(312) 236-0123	
Chicago, IL 60601	(800) 643-1500	
Nearest Airport: Midway - 11 Miles	(312) 236-0917 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 1 Mile	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 400/150
Website: <a href="http://www.kimptonhotels.com">www.kimptonhotels.com</a>	Pool: None	No. of Rooms: 483
	Internet: Complimentary	

<b><u>Hotel Burnham Chicago</u></b>		Rates: <b>Standard \$130.00</b>
1 West Washington	(312) 782-1111	
Chicago, IL 60602	(800) KIMPTON	
Nearest Airport: O'Hare - 15 Miles	(866) 846-5682 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 8 Blocks	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 500
Website: <a href="http://www.burnhamhotel.com">www.burnhamhotel.com</a>	Pool: None	No. of Rooms: 261
	Internet: Complimentary	

<b><u>Hotel Indigo</u></b>		Rates: <b>Standard \$130.00</b>
1244 North Dearborn Parkway	(312) 787-4980	
Chicago, IL 60610	(800) 245-1258	
Nearest Airport: Midway - 15 Miles	(312) 787-4069 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 2 Miles	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 50
Website: <a href="http://www.hotelindigo.com/chicago">www.hotelindigo.com/chicago</a>	Pool: None	No. of Rooms: 165
	Internet: Complimentary	

<b><u>Hotel Monaco Chicago</u></b>		Rates: <b>Standard \$130.00</b>
225 North Wabash	(312) 960-8500	
Chicago, IL 60601	(866) KIMPTON	
Nearest Airport: O'Hare - 15 Miles	(866) 846-5682 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 8 Blocks	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 500
Website: <a href="http://www.monaco-chicago.com">www.monaco-chicago.com</a>	Pool: None	No. of Rooms: 261
	Internet: Complimentary	

<b><u>Hotel Palomar Chicago</u></b>		Rates: <b>Standard \$130.00</b>
605 North State Street	(312) 755-9703	
Chicago, IL 60654	(800) KIMPTON	
Nearest Airport: O'Hare - 15 Miles	(866) 846-5682 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 8 Blocks	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 500
Website: <a href="http://www.hotelpalomar-chicago.com">www.hotelpalomar-chicago.com</a>	Pool: Indoor	No. of Rooms: 261
	Internet: Complimentary	

<b><u>Hyatt Regency</u></b>		Rates: <b>Standard \$130.00</b>
151 East Wacker Drive Chicago, IL 60601 Nearest Airport: Midway - 12 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.chicago.hyatt.com">www.chicago.hyatt.com</a>	(312) 565-1234 (800) 233-1234 (312) 565-2966 (FAX) Amtrak: Union Station - 2 Miles Breakfast: None Pool: None Internet: 12.95/Day	Restaurant: On Site Meeting Cap.: 3,000/1,500 No. of Rooms: 2019

<b><u>Hyatt Regency McCormick Place</u></b>		Rates: <b>Standard \$130.00</b>
2233 South Martin Luther King Drive Chicago, IL 60616 Nearest Airport: Midway - 10 Miles Courtesy Trans: Local Area Fitness: Yes Website: <a href="http://www.mccormickplace.hyatt.com">www.mccormickplace.hyatt.com</a>	(312) 567-1234 (800) 233-1234 (312) 528-4000 (FAX) Amtrak: Union Station - 3 Miles Breakfast: None Pool: Indoor Internet: 10.00/Day	Restaurant: On Site Meeting Cap.: 4,968/3,000 No. of Rooms: 800

<b><u>Kinzie Hotel Chicago</u></b>		Rates: <b>Standard \$130.00</b>
20 West Kinzie Street Chicago, IL 60610 Nearest Airport: Midway - 12 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.kinziehotel.com">www.kinziehotel.com</a>	(312) 395-9000 (877) 262-5341 (312) 345-9001 (FAX) Amtrak: Union Station - 2 Miles Breakfast: Continental Pool: None Internet: Complimentary	Restaurant: Adjacent Meeting Cap.: 66/36 No. of Rooms: 215

<b><u>Millennium Knickerbocker</u></b>		Rates: <b>Standard \$130.00</b>
163 East Walton Chicago, IL 60611 Nearest Airport: Midway - 13 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.knickerbockerhoel.com">www.knickerbockerhoel.com</a>	(312) 751-8100 (800) 621-8140 (312) 751-9205 (FAX) Amtrak: Union Station - 2.5 Miles Breakfast: None Pool: None Internet: 10.95/Day	Restaurant: On Site Meeting Cap.: 600/250 No. of Rooms: 306

<b><u>Ohio House</u></b>		Rates: <b>Standard \$129.00</b>
600 North LaSalle Street Chicago, IL 60654 Nearest Airport: Midway - 11 Miles Courtesy Trans: N/A Fitness: No Website: <a href="http://www.ohiohousemotel.com">www.ohiohousemotel.com</a>	(312) 943-6000 (866) 601-6446 (312) 943-6063 (FAX) Amtrak: 3 Miles Breakfast: Full Pool: None Internet: Complimentary	Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 50

<b><u>Red Roof Inn</u></b>		Rates: <b>Standard \$130.00</b>
162 East Ontario Street Chicago, IL 60611 Nearest Airport: O'Hare - 15 Miles Courtesy Trans: N/A Fitness: No Website: <a href="http://www.redroof.com">www.redroof.com</a>	(312) 787-3580 (800) REDROOF (312) 787-1299 (FAX) Amtrak: Union Station Breakfast: None Pool: None Internet: Complimentary	Restaurant: Adjacent Meeting Cap.: N/A No. of Rooms: 195

<b><u>Renaissance Blackstone Chicago Hotel</u></b>		Rates: <b>Standard \$130.00</b>
636 South Michigan Avenue Chicago, IL 60605 Nearest Airport: Midway - 14 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.marriott.com">www.marriott.com</a>	(312) 447-0955 (800) 468-3571 (312) 765-0545 (FAX) Amtrak: Union Station - 1.5 Miles Breakfast: None Pool: None Internet: 12.95/Day	Restaurant: On Site Meeting Cap.: 383/199 No. of Rooms: 328

<b><u>Silversmith Hotel &amp; Suites</u></b>		Rates: <b>Standard \$130.00</b>
10 South Wabash Avenue Chicago, IL 60603 Nearest Airport: Midway - 11 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.silversmithhotel.com">www.silversmithhotel.com</a>	(312) 372-7696 (800) 979-0084 (312) 372-7320 (FAX) Amtrak: Union Station - 0.5 Miles Breakfast: None Pool: None Internet: Complimentary	Restaurant: On Site Meeting Cap.: 150/60 No. of Rooms: 144

<b><u>Swissotel</u></b>		Rates: <b>Standard \$130.00</b>
323 East Wacker Drive Chicago, IL 60601 Nearest Airport: Midway - 12 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.swissotel.com/chicago">www.swissotel.com/chicago</a>	(312) 565-0565 (888)-73SWISS (312) 565-0540 (FAX) Amtrak: Union Station - 2 Miles Breakfast: None Pool: Indoor Internet: Complimentary	Restaurant: On Site Meeting Cap.: 500/375 No. of Rooms: 661

<b><u>The WIT Chicago DoubleTree</u></b>		Rates: <b>Standard \$130.00</b>
201 North State Street Chicago, IL 60601 Nearest Airport: Midway - 11 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.thewithotel.com">www.thewithotel.com</a>	(312) 467-0200 (866) 318-1514 (312) 467-0202 (FAX) Amtrak: Union Station - 1 Mile Breakfast: None Pool: None Internet: 11.95/Day	Restaurant: On Site Meeting Cap.: 200/140 No. of Rooms: 310

<b><u>Westin Michigan Avenue</u></b>		Rates: <b>Standard \$130.00</b>
909 North Michigan Avenue Chicago, IL 60611 Nearest Airport: Midway - 13 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.westin.com/michiganave">www.westin.com/michiganave</a>	(312) 943-7200 (800) WESTIN1 (312) 943-9347 (FAX) Amtrak: Union Station - 2 Miles Breakfast: None Pool: None Internet: 12.95/Day	Restaurant: On Site Meeting Cap.: 1,500/750 No. of Rooms: 752

<b>Cook County</b>	<b>Tax Rate: 11%</b>	<b>Countryside</b>
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<b><u>Holiday Inn SW Countryside Conference Center</u></b>		Rates: <b>Standard \$92.00</b>
6201 Joliet Road Countryside, IL 60525 Nearest Airport: Midway - 9 Miles Courtesy Trans: 3 Mile Radius Fitness: Yes Website: <a href="http://www.holidayinnwilliamtell.com">www.holidayinnwilliamtell.com</a>	(708) 354-4200 (800) HOLIDAY (708) 354-4241 (FAX) Amtrak: LaGrange - 4 Miles Breakfast: None Pool: Indoor Internet: Complimentary	Restaurant: On Site Meeting Cap.: 450/250 No. of Rooms: 297

**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](http://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 Cap.: N/A  
 No. of Rooms: 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](http://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 Cap.: 70  
 No. of Rooms: 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.extendedstayamerica.com](http://www.extendedstayamerica.com)

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

Rates: **Standard \$74.99**  
  
 Restaurant: Nearby  
 Meeting Cap.: N/A  
 No. of Rooms: 104

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

340 South Waukegan Road  
 Deerfield, IL 60015  
 Nearest Airport: O'Hare - 13 Miles  
 Courtesy Trans: N/A  
 Fitness: No  
 Website: [www.redroof.com](http://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 Cap.: 20  
 No. of Rooms: 118

**DuPage County****Tax Rate: 10.5%****Downers Grove****Doubletree Downers Grove**

2111 Butterfield Road  
 Downers Grove, IL 60515  
 Nearest Airport: O'Hare - 20 Miles  
 Courtesy Trans: 5 Mile Radius  
 Fitness: Yes  
 Website: [www.doubletree.com](http://www.doubletree.com)

(630) 971-2000  
 (800) 222-TREE  
 (630) 971-1768 (FAX)  
 Amtrak: N/A  
 Breakfast: None  
 Pool: Indoor  
 Internet: 9.95/Day

Rates: **Standard \$80.00**  
  
 Restaurant: On Site  
 Meeting Cap.: 600/300  
 No. of Rooms: 250

<b><u>Extended Stay America</u></b>		Rates: <b>Standard</b> <b>\$69.99</b>
3150 Finley Road	(630) 810-4124	
Downers Grove, IL 60515	(800) EXTSTAY	
Nearest Airport: O'Hare - 20 Miles	(630) 810-9285 (FAX)	
Courtesy Trans: N/A	Amtrak: N/A	Restaurant: Nearby
Fitness: No	Breakfast: Continental	Meeting Cap.: N/A
Website: <a href="http://www.extendedstayamerica.com">www.extendedstayamerica.com</a>	Pool: None	No. of Rooms: 154
	Internet: Complimentary	

<b><u>Holiday Inn Express Chicago</u></b>		Rates: <b>Standard</b> <b>\$79.00</b>
3031 Finley Road	(630) 810-9500	
Downers Grove, IL 60515	(800) 315-2621	
Nearest Airport: O'Hare - 21 Miles	(630) 810-0059 (FAX)	
Courtesy Trans: 5 Mile Radius	Amtrak: Downers Grove - 2.5 Miles	Restaurant: Nearby
Fitness: Yes	Breakfast: Continental	Meeting Cap.: 50
Website: <a href="http://www.hixdownersgrovehotel.com">www.hixdownersgrovehotel.com</a>	Pool: None	No. of Rooms: 121
	Internet: Complimentary	

<b><u>Marriott Suites</u></b>		Rates: <b>Standard</b> <b>\$80.00</b>
1500 Opus Place	(630) 852-1500	
Downers Grove, IL 60515	(800) 228-9290	
Nearest Airport: O'Hare - 18 Miles	(630) 852-6527 (FAX)	
Courtesy Trans: N/A	Amtrak: N/A	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 180
Website: <a href="http://www.marriott.com">www.marriott.com</a>	Pool: Indoor/Outdoor	No. of Rooms: 254
	Internet: 12.95/Day	

<b><u>Red Roof Inn</u></b>		Rates: <b>Standard</b> <b>\$54.99</b>
1113 Butterfield Road	(630) 963-4205	
Downers Grove, IL 60515	(800) REDROOF	
Nearest Airport: O'Hare - 18 Miles	(630) 963-4425 (FAX)	
Courtesy Trans: N/A	Amtrak: N/A	Restaurant: Nearby
Fitness: No	Breakfast: None	Meeting Cap.: N/A
Website: <a href="http://www.redroof.com">www.redroof.com</a>	Pool: None	No. of Rooms: 108
	Internet: Complimentary	

<b>Kane County</b>	<b>Tax Rate: 10%</b>	<b>Elgin</b>
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<b><u>Hampton Inn</u></b>		Rates: <b>Standard</b> <b>\$80.00</b>
405 Airport Road	(847) 931-1940	
Elgin, IL 60123	(800) HAMPTON	
Nearest Airport: O'Hare - 22 Miles	(847) 931-5190 (FAX)	
Courtesy Trans: N/A	Amtrak: Naperville - 19 Miles	Restaurant: Nearby
Fitness: Yes	Breakfast: Full	Meeting Cap.: N/A
Website: <a href="http://www.hamptoninnelgin.com">www.hamptoninnelgin.com</a>	Pool: Indoor	No. of Rooms: 108
	Internet: Complimentary	

<b><u>Quality Inn</u></b>		Rates: <b>Standard</b> <b>\$65.00</b>
500 Tollgate Road	(847) 608-7300	
Elgin, IL 60123	(800) 4CHOICE	
Nearest Airport: O'Hare - 26 Miles	(847) 931-4894 (FAX)	
Courtesy Trans: N/A	Amtrak: Naperville - 19 Miles	Restaurant: Nearby
Fitness: Yes	Breakfast: Continental	Meeting Cap.: 10
Website: <a href="http://www.elgin-quality-inn.com">www.elgin-quality-inn.com</a>	Pool: None	No. of Rooms: 78
	Internet: Complimentary	

**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](http://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 Cap.: 1000  
No. of Rooms: 104

**Quality Inn & Suites**

100 Busse Road  
Elk Grove Village, IL 60007  
Nearest Airport: O'Hare - 5 Miles  
Courtesy Trans: Airport  
Fitness: Yes  
Website: [www.qualityinnelkgrove.com](http://www.qualityinnelkgrove.com)

(847) 593-8600  
(847) 593-8607 (FAX)  
Amtrak: Glenview - 14 Miles  
Breakfast: Full  
Pool: None  
Internet: Complimentary

Rates: **Standard \$79.99**

Restaurant: Nearby  
Meeting Cap.: 20/50  
No. of Rooms: 117

**Travelodge O'Hare**

2881 Touhy Avenue  
Elk Grove Village, IL 60007  
Nearest Airport: O'Hare - 5 Miles  
Courtesy Trans: Airport  
Fitness: Yes  
Website: [www.stayohare.com](http://www.stayohare.com)

(847) 803-9400  
(800) 329-7466  
(847) 803-9771 (FAX)  
Amtrak: Glenview - 12 Miles  
Breakfast: Continental  
Pool: None  
Internet: Complimentary

Rates: **Standard \$55.00**

Restaurant: Nearby  
Meeting Cap.: N/A  
No. of Rooms: 115

**Clarion Inn Elmhurst Oak Park**

933 Riverside Drive  
Elmhurst, IL 60126  
Nearest Airport: O'Hare - 15 Miles  
Courtesy Trans: N/A  
Fitness: Yes  
Website: [www.clarioninnelmhurst.com](http://www.clarioninnelmhurst.com)

(630) 279-0700  
(877) 424-6423  
(630) 279-0131 (FAX)  
Amtrak: N/A  
Breakfast: None  
Pool: Indoor  
Internet: Complimentary

Rates: **Standard \$80.00**

Restaurant: On Site  
Meeting Cap.: 1500/839  
No. of Rooms: 104

**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.extendedstayamerica.com](http://www.extendedstayamerica.com)

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

Rates: **Standard \$79.99**

Restaurant: Adjacent  
Meeting Cap.: N/A  
No. of Rooms: 117

<b>Cook County</b>	<b>Tax Rate: 13.5%</b>	<b>Evanston</b>
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<b><u>Best Western University Plaza</u></b>		<b>Rates: Standard \$109.00</b>
1501 Sherman Avenue Evanston, IL 60201 Nearest Airport: O'Hare - 15 Miles Courtesy Trans: 5 Mile Radius Fitness: Yes Website: <a href="http://www.bwuniversityplaza.com">www.bwuniversityplaza.com</a>	(847) 491-6400 (800) EVANSTON (847) 328-3090 (FAX) Amtrak: N/A Breakfast: Continental Pool: Outdoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 225 No. of Rooms: 159

<b>DuPage County</b>	<b>Tax Rate: 11%</b>	<b>Glen Ellyn</b>
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<b><u>Crowne Plaza Glen Ellyn-Lombard</u></b>		<b>Rates: Standard \$80.00</b>
1250 Roosevelt Road Glen Ellyn, IL 60137 Nearest Airport: O'Hare - 21 Miles Courtesy Trans: 7 Mile Radius Fitness: Yes Website: <a href="http://www.cpglenellyn.com">www.cpglenellyn.com</a>	(630) 629-6000 (630) 613-1245 (630) 629-0025 (FAX) Amtrak: N/A Breakfast: None Pool: Indoor Internet: Complimentary	Restaurant: On Site Meeting Cap.: 300/170 No. of Rooms: 119

<b>Cook County</b>	<b>Tax Rate: 12%</b>	<b>Glenview</b>
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<b><u>Courtyard Glenview</u></b>		<b>Rates: Standard \$109.00</b>
1801 Milwaukee Avenue Glenview, IL 60025 Nearest Airport: O'Hare - 10 Miles Courtesy Trans: Local Area Fitness: Yes Website: <a href="http://www.marriott.com/chigv">www.marriott.com/chigv</a>	(847) 803-2500 (800) 321-2211 (847) 803-2520 (FAX) Amtrak: Glenview - 5 Miles Breakfast: None Pool: Indoor Internet: Complimentary	Restaurant: On Site Meeting Cap.: 40/25 No. of Rooms: 149

<b>Lake County</b>	<b>Tax Rate: 11%</b>	<b>Grayslake</b>
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<b><u>Comfort Suites Grayslake</u></b>		<b>Rates: Standard \$79.00</b>
1775 East Belvidere Road Grayslake, IL 60030 Nearest Airport: O'Hare Courtesy Trans: 5 Mile Radius Fitness: Yes Website: <a href="http://www.comfortsuitesgrayslake.com">www.comfortsuitesgrayslake.com</a>	(847) 223-5050 (847) 223-7070 (FAX) Amtrak: N/A Breakfast: Continental Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 30/40 No. of Rooms: 108

<b>Lake County</b>	<b>Tax Rate: 11%</b>	<b>Gurnee</b>
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<b><u>Country Inn &amp; Suites by Carlson</u></b>		<b>Rates: Standard \$74.00</b>
5420 Grand Avenue Gurnee, IL 60031 Nearest Airport: O'Hare - 40 Miles Courtesy Trans: N/A Fitness: No Website: <a href="http://www.countryinns.com">www.countryinns.com</a>	(847) 625-9700 (800) 596-2375 (847) 625-4251 (FAX) Amtrak: Glenview - 20 Miles Breakfast: Full Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 75 No. of Rooms: 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.extendedstayamerica.com](http://www.extendedstayamerica.com)

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

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

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

**Gurnee Comfort Inn**

6080 Gurnee Mills Circle East  
 Gurnee, IL 60031  
 Nearest Airport: O'Hare - 35 Miles  
 Courtesy Trans: N/A  
 Fitness: No  
 Website: [www.choicehotels.com](http://www.choicehotels.com)

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

Rates: **Standard** **\$71.99**

Restaurant: Nearby  
 Meeting Cap.: 10  
 No. of Rooms: 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.extendedstayamerica.com](http://www.extendedstayamerica.com)

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

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

Restaurant: Nearby  
 Meeting Cap.: N/A  
 No. of Rooms: 104

**Cook County****Tax Rate: 11%****Hillside****Best Western Chicago - Hillside**

4400 Frontage Road  
 Hillside, IL 60162  
 Nearest Airport: O'Hare - 8 Miles  
 Courtesy Trans: 5 Mile Radius  
 Fitness: Yes  
 Website: [www.chicagohillsidehotel.com](http://www.chicagohillsidehotel.com)

(708) 544-9300  
 (708) 544-9310 (FAX)  
 Amtrak: LaGrange - 3 Miles  
 Breakfast: None  
 Pool: Outdoor  
 Internet: Complimentary

Rates: **Standard** **\$83.99**

Restaurant: On Site  
 Meeting Cap.: 800  
 No. of Rooms: 238

**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.extendedstayamerica.com](http://www.extendedstayamerica.com)

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

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

Restaurant: Nearby  
 Meeting Cap.: N/A  
 No. of Rooms: 122

**Hawthorn Suites by Wyndham**

2875 Greenspoint Parkway  
Hoffman Estates, IL 60169  
Nearest Airport: O'Hare - 17 Miles  
Courtesy Trans: 5 Mile Radius  
Fitness: Yes  
Website: [www.hawthorn.com/hotel/46507](http://www.hawthorn.com/hotel/46507)

(847) 490-1686  
(800) Wyndham  
(847) 490-1696 (FAX)  
Amtrak: N/A  
Breakfast: Full  
Pool: None  
Internet: Complimentary

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

Restaurant: Nearby  
Meeting Cap.: N/A  
No. of Rooms: 120

**LaQuinta Inn Chicago Hoffman Estates**

2280 Barrington Road  
Hoffman Estates, IL 60195  
Nearest Airport: O'Hare - 15 Miles  
Courtesy Trans: 5 Mile Radius  
Fitness: Yes  
Website: [www.lq.com](http://www.lq.com)

(847) 882-3312  
(800) 531-5900  
(847) 882-5960 (FAX)  
Amtrak: Barrington - 8 Miles  
Breakfast: Continental  
Pool: Outdoor  
Internet: Complimentary

Rates: **Standard** **\$75.00**

Restaurant: Nearby  
Meeting Cap.: 40  
No. of Rooms: 130

**Red Roof Inn Chicago Hoffman Estates**

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

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

Rates: **Standard** **\$43.99**

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

**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.extendedstayamerica.com](http://www.extendedstayamerica.com)

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

Rates: **Standard** **\$74.99**

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

**Comfort Inn North**

3235 Norman Avenue  
Joliet, IL 60436  
Nearest Airport: Midway - 30 Miles  
Courtesy Trans: Local Area  
Fitness: No  
Website: [www.comfortinn.com](http://www.comfortinn.com)

(815) 436-5141  
(800) 228-5150  
(815) 436-5141 (FAX)  
Amtrak: Joliet - 5 Miles  
Breakfast: Continental  
Pool: Indoor  
Internet: Complimentary

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

Restaurant: Nearby  
Meeting Cap.: N/A  
No. of Rooms: 64

<b><u>Hampton Inn Joliet I-80</u></b>		Rates: <b>Standard</b>	<b>\$80.00</b>
1521 Riverboat Center Drive Joliet, IL 60436 Nearest Airport: Midway - 36 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.joliet80.hamptoninn.com">www.joliet80.hamptoninn.com</a>	(815) 725-2424 (800) HAMPTON (815) 725-3110 (FAX) Amtrak: Joliet - 5 Miles Breakfast: Buffet Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 88	

<b><u>Hampton Inn Joliet/I-55</u></b>		Rates: <b>Standard</b>	<b>\$80.00</b>
3555 Mall Loop Drive Joliet, IL 60431 Nearest Airport: Midway - 30 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.joliet55.hamptoninn.com">www.joliet55.hamptoninn.com</a>	(815) 439-9500 (800) HAMPTON (815) 439-9550 (FAX) Amtrak: Joliet - 5 Miles Breakfast: Buffet Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 104	

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

<b><u>Towne Place Suites</u></b>		Rates: <b>Standard</b>	<b>\$80.00</b>
1515 Riverboat Center Drive Joliet, IL 60431 Nearest Airport: Midway Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.towneplacesuitesjoliet.com">www.towneplacesuitesjoliet.com</a>	(815) 741-2400 (815) 741-2149 (FAX) Amtrak: Joliet - 5 Miles Breakfast: Continental Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 112	

<b>Lake County</b>	<b>Tax Rate: 11%</b>	<b>Lake Zurich</b>
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<b><u>Holiday Inn Express</u></b>		Rates: <b>Standard</b>	<b>\$80.00</b>
197 South Rand Road Lake Zurich, IL 60047 Nearest Airport: O'Hare - 23 Miles Courtesy Trans: 5 Mile Radius Fitness: Yes Website: <a href="http://www.holidayinn.com">www.holidayinn.com</a>	(847) 726-7500 (800) 465-4329 (847) 726-7505 (FAX) Amtrak: N/A Breakfast: Buffet Pool: Indoor Internet: Complimentary	Restaurant: Adjacent Meeting Cap.: 45/24 No. of Rooms: 86	

**Extended Stay America Chicago - Lansing**Rates: **Standard \$79.99**

2520 173rd Street  
Lansing, IL 60438  
Nearest Airport: Midway - 23 Miles  
Courtesy Trans: N/A  
Fitness: No  
Website: [www.extendedstayamerica.com](http://www.extendedstayamerica.com)

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

Restaurant: Nearby  
Meeting Cap.: N/A  
No. of Rooms: 122

**Holiday Inn Express & Suites**Rates: **Standard \$129.00**

2323 172nd Street  
Lansing, IL 60438  
Nearest Airport: Midway - 23 Miles  
Courtesy Trans: N/A  
Fitness: Yes  
Website: [www.hiexpress.com/lansingil](http://www.hiexpress.com/lansingil)

(708) 418-1188  
(888) HOLIDAY  
(708) 418-1188 (FAX)  
Amtrak: Homewood - 7 Miles  
Breakfast: Full  
Pool: Indoor  
Internet: Complimentary

Restaurant: Nearby  
Meeting Cap.: 85/50  
No. of Rooms: 80

**Red Roof Inn Chicago Lansing**Rates: **Standard \$43.99**

2450 173rd Street  
Lansing, IL 60438  
Nearest Airport: Midway - 30 Miles  
Courtesy Trans: N/A  
Fitness: No  
Website: [www.redroof.com](http://www.redroof.com)

(708) 895-9570  
(800) REDROOF  
(708) 895-7686 (FAX)  
Amtrak: Homewood - 6.5 Miles  
Breakfast: None  
Pool: None  
Internet: Complimentary

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

**Extended Stay America Chicago - Lisle**Rates: **Standard \$69.99**

445 Warrenville Road  
Lisle, IL 60532  
Nearest Airport: O'Hare - 30 Miles  
Courtesy Trans: N/A  
Fitness: No  
Website: [www.extendedstayamerica.com](http://www.extendedstayamerica.com)

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

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

**Sheraton Lisle Naperville**Rates: **Standard \$80.00**

3000 Warrenville Road  
Lisle, IL 60532  
Nearest Airport: O'Hare - 23 Miles  
Courtesy Trans: 5 Mile Radius  
Fitness: Yes  
Website: [www.sheratonlisle.com](http://www.sheratonlisle.com)

(630) 505-1000  
(800) 325-3535  
(630) 505-1165 (FAX)  
Amtrak: Naperville - 3 Miles  
Breakfast: Buffet  
Pool: Indoor  
Internet: Complimentary

Restaurant: On-Site  
Meeting Cap.: 1,000/540  
No. of Rooms: 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](http://www.comfortsuites.com)

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

Rates: **Standard \$79.99**

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

**Embassy Suites Hotel Chicago Lombard Oak Brook**

707 East Butterfield Road  
Lombard, IL 60148  
Nearest Airport: O'Hare - 15 Miles  
Courtesy Trans: 5 Mile Radius  
Fitness: Yes  
Website: [www.chicagolombard.embsuites.com](http://www.chicagolombard.embsuites.com)

(630) 969-7500  
(800) EMBASSY  
(630) 969-8776 (FAX)  
Amtrak: Naperville - 9 Miles  
Breakfast: Full  
Pool: Indoor  
Internet: 12.95/Day

Rates: **Standard \$80.00**

Restaurant: On Site  
Meeting Cap.: 250/126  
No. of Rooms: 262

**Extended Stay America Chicago - Lombard**

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

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

Rates: **Standard \$69.99**

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

**Extended Stay America Chicago - Lombard**

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

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

Rates: **Standard \$79.99**

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

**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](http://www.stayinnlombard.com)

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

Rates: **Standard \$69.00**

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

<b><u>Country Inn &amp; Suites by Carlson</u></b>		Rates: <b>Standard \$90.00</b>
950 Lake Superior Drive Matteson, IL 60443	(708) 748-4740 (800) 830-5222 (FAX)	
Nearest Airport: Midway	Amtrak: Homewood - 5 Miles	Restaurant: Adjacent
Courtesy Trans: N/A	Breakfast: Full	Meeting Cap.: 40/24
Fitness: Yes	Pool: Indoor	No. of Rooms: 84
Website: <a href="http://www.countryinns.com">www.countryinns.com</a>	Internet: Complimentary	

<b><u>Holiday Inn Chicago Matteson</u></b>		Rates: <b>Standard \$89.00</b>
500 Holiday Plaza Drive Matteson, IL 60443	(708) 747-3500 (800) HOLIDAY (708) 898-2807 (FAX)	
Nearest Airport: Midway - 16 Miles	Amtrak: Matteson - 1.5 Miles	Restaurant: On Site
Courtesy Trans: Local Area	Breakfast: Full	Meeting Cap.: 900/550
Fitness: Yes	Pool: Indoor	No. of Rooms: 202
Website: <a href="http://www.himatteson.com">www.himatteson.com</a>	Internet: Complimentary	

<b><u>La Quinta Inn Chicago Matteson</u></b>		Rates: <b>Standard \$85.00</b>
5210 West Southwick Drive Matteson, IL 60443	(708) 503-0999 (800) 531-5900 (708) 503-0444 (FAX)	
Nearest Airport: Midway - 15 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans: N/A	Breakfast: Continental	Meeting Cap.: N/A
Fitness: Yes	Pool: None	No. of Rooms: 108
Website: <a href="http://www.lq.com">www.lq.com</a>	Internet: Complimentary	

<b><u>Holiday Inn</u></b>		Rates: <b>Standard \$79.00</b>
200 Rand Road Mount Prospect, IL 60056	(847) 392-0123 (800) 465-4329 (847) 253-0080 (FAX)	
Nearest Airport: O'Hare - 10 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans: 5 Mile Radius	Breakfast: Full	Meeting Cap.: 240/140
Fitness: Yes	Pool: Indoor	No. of Rooms: 136
Website: <a href="http://www.ihg.com/holidayinn/mtprospect">www.ihg.com/holidayinn/mtprospect</a>	Internet: Complimentary	

<b><u>Best Western Naperville Inn</u></b>		Rates: <b>Standard \$69.00</b>
1617 Naperville Road Naperville, IL 60563	(630) 505-0200 (800) WESTERN (630) 505-4291 (FAX)	
Nearest Airport: O'Hare - 20 Miles	Amtrak: Naperville - 2.5 Miles	Restaurant: Nearby
Courtesy Trans: N/A	Breakfast: Continental	Meeting Cap.: 15
Fitness: Yes	Pool: None	No. of Rooms: 103
Website: <a href="http://www.bestwestern.com/napervilleinn">www.bestwestern.com/napervilleinn</a>	Internet: Complimentary	

<b><u>Country Inn &amp; Suites by Carlson Naperville</u></b>		Rates: <b>Standard</b> <b>\$80.00</b>
1837 Centre Point Circle Naperville, IL 60563 Nearest Airport: O'Hare - 25 Miles Courtesy Trans: 10 Mile Radius Fitness: Yes Website: <a href="http://www.countryinns.com">www.countryinns.com</a>	(630) 505-3353 (800) 456-4000 (630) 505-0176 (FAX) Amtrak: Naperville - 2 Miles Breakfast: Full Pool: Indoor Internet: Complimentary	Restaurant: On Site Meeting Cap.: 160/110 No. of Rooms: 143

<b><u>Courtyard by Marriott</u></b>		Rates: <b>Standard</b> <b>\$80.00</b>
1155 East Diehl Road Naperville, IL 60563 Nearest Airport: Midway -19 Miles Courtesy Trans: 3 Mile Radius Fitness: Yes Website: <a href="http://www.marriott.com/chinp">www.marriott.com/chinp</a>	(630) 505-0550 (800) 321-2211 (630) 505-8337 (FAX) Amtrak: Naperville - 2 Miles Breakfast: None Pool: Indoor Internet: Complimentary	Restaurant: On Site Meeting Cap.: 40/27 No. of Rooms: 147

<b><u>Extended Stay America Chicago - Naperville</u></b>		Rates: <b>Standard</b> <b>\$69.99</b>
1827 Centre Point Circle Naperville, IL 60563 Nearest Airport: O'Hare - 22 Miles Courtesy Trans: N/A Fitness: No Website: <a href="http://www.extendedstayamerica.com">www.extendedstayamerica.com</a>	(630) 577-0200 (800) EXTSTAY (630) 577-0260 (FAX) Amtrak: Naperville - 2 Miles Breakfast: Continental Pool: None Internet: Complimentary	Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 137

<b><u>Extended Stay America Chicago - Naperville</u></b>		Rates: <b>Standard</b> <b>\$69.99</b>
1575 Bond Street Naperville, IL 60563 Nearest Airport: O'Hare - 35 Miles Courtesy Trans: N/A Fitness: No Website: <a href="http://www.extendedstayamerica.com">www.extendedstayamerica.com</a>	(630) 983-0000 (800) EXTSTAY (630) 983-8088 (FAX) Amtrak: Naperville - 4 Miles Breakfast: Continental Pool: None Internet: Complimentary	Restaurant: Adjacent Meeting Cap.: N/A No. of Rooms: 125

<b><u>Red Roof Inn</u></b>		Rates: <b>Standard</b> <b>\$59.99</b>
1698 West Diehl Road Naperville, IL 60563 Nearest Airport: O'Hare - 30 Miles Courtesy Trans: N/A Fitness: No Website: <a href="http://www.redroof.com">www.redroof.com</a>	(630) 369-2500 (800) REDROOF (630) 369-9987 (FAX) Amtrak: Naperville - 4 Miles Breakfast: None Pool: None Internet: Complimentary	Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 119

<b><u>Sleep Inn</u></b>		Rates: <b>Standard</b> <b>\$77.99</b>
1831 Diehl Road Naperville, IL 60563 Nearest Airport: O'Hare - 30 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.choicehotels.com/hotels/il443">www.choicehotels.com/hotels/il443</a>	(630) 778-5900 (630) 778-1441 (FAX) Amtrak: Naperville - 4 Miles Breakfast: Continental Pool: None Internet: Complimentary	Restaurant: Adjacent Meeting Cap.: N/A No. of Rooms: 67

<b><u>Travelodge Naperville</u></b>		Rates: <b>Standard</b> <b>\$50.00</b>
1585 Naperville/Wheaton Road Naperville, IL 60563 Nearest Airport: O'Hare - 25 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.staynaperville.com">www.staynaperville.com</a>	(630) 357-0022 (800) 329-7466 (630) 357-9817 (FAX) Amtrak: Naperville - 5 Miles Breakfast: Continental Pool: None Internet: Complimentary	Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 114

<b>DuPage County</b>	<b>Tax Rate: 9%</b>	<b>Oak Brook</b>
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<b><u>Doubletree Hotel Chicago Oak Brook</u></b>		Rates: <b>Standard</b> <b>\$80.00</b>
1909 Spring Road Oak Brook, IL 60453 Nearest Airport: O'Hare - 10 Miles Courtesy Trans: 5 Mile Radius Fitness: Yes Website: <a href="http://www.chicagooakbrook.doubletree.com">www.chicagooakbrook.doubletree.com</a>	(630) 472-6000 (800) 222TREE (630) 833-7037 (FAX) Amtrak: N/A Breakfast: None Pool: Indoor Internet: Complimentary	Restaurant: On Site Meeting Cap.: 900/450 No. of Rooms: 427

<b>Cook County</b>	<b>Tax Rate: 12%</b>	<b>Oak Forest</b>
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<b><u>Best Western Plus Chicago Southland</u></b>		Rates: <b>Standard</b> <b>\$80.00</b>
4375 Frontage Road Oak Forest, IL 60452 Nearest Airport: Midway - 15 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.bestwestern.com">www.bestwestern.com</a>	(708) 687-4800 (800) 780-7234 (708) 687-4900 (FAX) Amtrak: Homewood - 3 Miles Breakfast: Full Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 50/40 No. of Rooms: 60

<b>Cook County</b>	<b>Tax Rate: 14%</b>	<b>Oak Lawn</b>
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<b><u>Hilton Oak Lawn</u></b>		Rates: <b>Standard</b> <b>\$130.00</b>
9333 South Cicero Oak Lawn, IL 60453 Nearest Airport: Midway - 4 Miles Courtesy Trans: Midway/Local Area Fitness: Yes Website: <a href="http://www.oaklawnhilton.com">www.oaklawnhilton.com</a>	(708) 425-7800 (800) HILTONS (708) 425-1665 (FAX) Amtrak: N/A Breakfast: None Pool: Indoor Internet: Complimentary	Restaurant: On Site Meeting Cap.: 700/450 No. of Rooms: 184

<b>Cook County</b>	<b>Tax Rate: 10%</b>	<b>Oak Park</b>
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<b><u>Carleton of Oak Park</u></b>		Rates: <b>Standard</b> <b>\$130.00</b>
1110 Pleasant Street Oak Park, IL 60302 Nearest Airport: Midway - 10 Miles Courtesy Trans: N/A Fitness: No Website: <a href="http://www.carletonhotel.com">www.carletonhotel.com</a>	(708) 848-5000 (888) CARLETON (708) 848-0537 (FAX) Amtrak: N/A Breakfast: None Pool: None Internet: Complimentary	Restaurant: On Site Meeting Cap.: 200/130 No. of Rooms: 154

**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](http://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 Cap.: 40/35  
No. of Rooms: 103

**La Quinta Inn Chicago Oakbrook Terrace**

1 South 666 Midwest Rd.  
Oakbrook Terrace, IL 60181  
Nearest Airport: O'Hare - 11 Miles  
Courtesy Trans: 5 Mile Radius  
Fitness: Yes  
Website: [www.lq.com](http://www.lq.com)

(630) 495-4600  
(800) 753-3757  
(630) 495-2558 (FAX)  
Amtrak: N/A  
Breakfast: Continental  
Pool: Outdoor  
Internet: Complimentary

Rates: **Standard \$79.00**

Restaurant: Nearby  
Meeting Cap.: 25  
No. of Rooms: 150

**Super 8 - Prospect Heights**

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

(847) 494-0545  
(800) 800-8000  
(847) 459-8639 (FAX)  
Amtrak: Prospect Heights - 3 Miles  
Breakfast: Continental  
Pool: None  
Internet: Complimentary

Rates: **Standard \$69.00**

Restaurant: Adjacent  
Meeting Cap.: 12  
No. of Rooms: 120

**Extended Stay America**

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

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

Rates: **Standard \$79.99**

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

**Holiday Inn Express Rolling Meadows**

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

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

Rates: **Standard \$99.00**

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

**Holiday Inn Rolling Meadows**

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](http://www.holidayinn.com/rmschaumburg)

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

Rates: **Standard \$89.00**

Restaurant: On Site  
 Meeting Cap.: 800/400  
 No. of Rooms: 215

**Will County****Tax Rate: 11%****Romeoville****Country Inn & Suites Romeoville**

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

(630) 378-1052  
 (800) 830-5222  
 (630) 378-1053 (FAX)  
 Amtrak: Joliet - 20 Minutes  
 Breakfast: Full  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$80.00**

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

**Extended Stay America**

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

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

Rates: **Standard \$69.99**

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

**DuPage County****Tax Rate: 11%****Roselle****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](http://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 Cap.: 40/24  
 No. of Rooms: 101

**Cook County****Tax Rate: 13%****Rosemont****Holiday Inn Express & Suites O'Hare**

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

(847) 544-7500  
 (800) HOLIDAY  
 (847) 544-7544 (FAX)  
 Amtrak: N/A  
 Breakfast: Full  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$119.00**

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

**AmericInn Hotel & Suites**

1300 East Higgins Road Schaumburg, IL 61073	(847) 619-1000	Rates: <b>Standard</b> <b>\$83.00</b>
Nearest Airport: O'Hare - 20 Miles	(847) 619-1019 (FAX)	Restaurant: Adjacent
Courtesy Trans: 5 Mile Radius	Amtrak: N/A	Meeting Cap.: 20
Fitness: Yes	Breakfast: Buffet	No. of Rooms: 124
Website: <a href="http://www.americinn.com">www.americinn.com</a>	Pool: None	
	Internet: N/A	

**Best Western Plus Hotel & Conference Center**

1725 East Algonquin Road Schaumburg, IL 60173	(847) 397-1500 (800) 780-7234	Rates: <b>Standard</b> <b>\$89.00</b>
Nearest Airport: O'Hare - 13 Miles	(847) 397-1540 (FAX)	Restaurant: On-Site
Courtesy Trans: Train Station	Amtrak: N/A	Meeting Cap.: 350
Fitness: Yes	Breakfast: Full	No. of Rooms: 200
Website: <a href="http://www.bestwestern.com">www.bestwestern.com</a>	Pool: Outdoor	
	Internet: Complimentary	

**Chicago Marriott Schaumburg**

50 North Martindale Road Schaumburg, IL 60173	(847) 240-0100 (800) 228-9290	Rates: <b>Standard</b> <b>\$130.00</b>
Nearest Airport: O'Hare - 14 Miles	(847) 240-2388 (FAX)	Restaurant: On Site
Courtesy Trans: 5 Mile Radius	Amtrak: Glenview - 21 Miles	Meeting Cap.: 1,000/450
Fitness: Yes	Breakfast: None	No. of Rooms: 394
Website: <a href="http://www.marriott.com">www.marriott.com</a>	Pool: Indoor/Outdoor	
	Internet: 9.95/Day	

**Country Inn & Suites by Carlson Schaumburg**

1401 North Roselle Road Schaumburg, IL 60195	(847) 839-1010 (800) 830-5222	Rates: <b>Standard</b> <b>\$99.00</b>
Nearest Airport: O'Hare - 15 Miles	(847) 839-1212 (FAX)	Restaurant: Nearby
Courtesy Trans: N/A	Amtrak: Glenview - 16 Miles	Meeting Cap.: N/A
Fitness: Yes	Breakfast: Full	No. of Rooms: 73
Website: <a href="http://www.countryinns.com/schaumburgil-south">www.countryinns.com/schaumburgil-south</a>	Pool: Indoor	
	Internet: Complimentary	

**Extended Stay America**

2000 North Roselle Road Schaumburg, IL 60195	(847) 882-7011 (800) EXTSTAY	Rates: <b>Standard</b> <b>\$74.99</b>
Nearest Airport: O'Hare - 14 Miles	(847) 882-4322 (FAX)	Restaurant: Nearby
Courtesy Trans: N/A	Amtrak: Glenview - 22 Miles	Meeting Cap.: N/A
Fitness: No	Breakfast: Continental	No. of Rooms: 128
Website: <a href="http://www.extendedstayamerica.com">www.extendedstayamerica.com</a>	Pool: None	
	Internet: Complimentary	

**Extended Stay America**

1200 American Lane Schaumburg, IL 60173	(847) 517-7255 (800) EXTSTAY	Rates: <b>Standard</b> <b>\$79.99</b>
Nearest Airport: O'Hare - 12 Miles	(847) 517-7230 (FAX)	Restaurant: Nearby
Courtesy Trans: N/A	Amtrak: Glenview - 20 Miles	Meeting Cap.: N/A
Fitness: No	Breakfast: Continental	No. of Rooms: 104
Website: <a href="http://www.extendedstayamerica.com">www.extendedstayamerica.com</a>	Pool: None	
	Internet: Complimentary	

<b><u>Extended Stay America Chicago - Schaumburg</u></b>		Rates: <b>Standard</b> <b>\$79.99</b>
51 East State Parkway Schaumburg, IL 60195 Nearest Airport: O'Hare - 12 Miles Courtesy Trans: Local Area Fitness: No Website: <a href="http://www.extendedstayamerica.com">www.extendedstayamerica.com</a>	(847) 882-6900 (800) EXTSTAY (847) 882-6925 (FAX) Amtrak: Arlington Hgts - 5 Miles Breakfast: Continental Pool: None Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 20 No. of Rooms: 136

<b><u>Hawthorn Suites Schaumburg</u></b>		Rates: <b>Standard</b> <b>\$80.00</b>
1200 Bank Drive Schaumburg, IL 60173 Nearest Airport: O'Hare - 16 Miles Courtesy Trans: 5 Mile Radius Fitness: Yes Website: <a href="http://www.hawthorn.com/hotel/46508">www.hawthorn.com/hotel/46508</a>	(847) 517-7644 (847) 517-7648 (FAX) Amtrak: N/A Breakfast: Full Pool: None Internet: Complimentary	Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 120

<b><u>Holiday Inn Express Schaumburg</u></b>		Rates: <b>Standard</b> <b>\$99.00</b>
1550 North Roselle Road Schaumburg, IL 60195 Nearest Airport: O'Hare - 14 Miles Courtesy Trans: Local Area Fitness: Yes Website: <a href="http://www.holidayinn.com">www.holidayinn.com</a>	(847) 310-0500 (800) HOLIDAY (847) 310-0579 (FAX) Amtrak: Naperville - 29 Miles Breakfast: Full Pool: Outdoor Internet: Complimentary	Restaurant: Adjacent Meeting Cap.: 25/18 No. of Rooms: 143

<b><u>Hyatt House Chicago/Schaumburg</u></b>		Rates: <b>Standard</b> <b>\$125.00</b>
1251 East American Lane Schaumburg, IL 60173 Nearest Airport: O'Hare - 17 Miles Courtesy Trans: 5 Mile Radius Fitness: Yes Website: <a href="http://www.schaumburg.house.hyatt.com">www.schaumburg.house.hyatt.com</a>	(847) 706-9007 (800) 891-3885 (847) 706-9007 (FAX) Amtrak: Union Station - 27 Miles Breakfast: Full Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 50/30 No. of Rooms: 134

<b><u>LaQuinta Inn Chicago Schaumburg</u></b>		Rates: <b>Standard</b> <b>\$79.00</b>
1730 East Higgins Road Schaumburg, IL 60173 Nearest Airport: O'Hare - 11 Miles Courtesy Trans: 5 Mile Radius Fitness: Yes Website: <a href="http://www.lq.com">www.lq.com</a>	(847) 517-8484 (800) 531-5900 (847) 517-4477 (FAX) Amtrak: N/A Breakfast: Continental Pool: Outdoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 35 No. of Rooms: 126

<b><u>Quality Inn</u></b>		Rates: <b>Standard</b> <b>\$82.99</b>
600 North Martingale Road Schaumburg, IL 60173 Nearest Airport: O'Hare - 13 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.qualityinn.com/hotel-schaumburg-il">www.qualityinn.com/hotel-schaumburg-il</a>	(847) 517-7737 (800) 424-6423 (847) 995-0400 (FAX) Amtrak: Glenview - 14 Miles Breakfast: Full Pool: Indoor Internet: Complimentary	Restaurant: Adjacent Meeting Cap.: 60 No. of Rooms: 124

**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.skokieillinoishotel.com](http://www.skokieillinoishotel.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 Cap.: 500/225  
 No. of Rooms: 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.extendedstayamerica.com](http://www.extendedstayamerica.com)

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

Rates: **Standard \$87.99**

Restaurant: Nearby  
 Meeting Cap.: N/A  
 No. of Rooms: 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](http://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 \$130.00**

Restaurant: On Site  
 Meeting Cap.: 80/60  
 No. of Rooms: 225

**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](http://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 \$80.00**

Restaurant: Nearby  
 Meeting Cap.: 45/30  
 No. of Rooms: 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](http://www.fairfieldsuitesstcharles.com)

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

Rates: **Standard \$80.00**

Restaurant: Adjacent  
 Meeting Cap.: 10  
 No. of Rooms: 92

<b><u>Hampton Inn &amp; Suites St. Charles</u></b>		Rates: <b>Standard</b> <b>\$80.00</b>
2875 Foxfield Road St. Charles, IL 60174 Nearest Airport: O'Hare - 34 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.hamptonstcharles.com">www.hamptonstcharles.com</a>	(630) 584-0222 (800) 426-7866 (630) 584-0215 (FAX) Amtrak: Naperville - 12 Miles Breakfast: Continental Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 50/80 No. of Rooms: 92

<b><u>Hilton Garden Inn St. Charles Chicago</u></b>		Rates: <b>Standard</b> <b>\$80.00</b>
4070 East Main Street St. Charles, IL 60174 Nearest Airport: O'Hare - 40 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.stcharles.gardeninn.com">www.stcharles.gardeninn.com</a>	(630) 584-0700 (877) STAYHGI (630) 762-9152 (FAX) Amtrak: Naperville - 12 Miles Breakfast: None Pool: Indoor Internet: Complimentary	Restaurant: On Site Meeting Cap.: 420/260 No. of Rooms: 120

<b>Will County</b>	<b>Tax Rate: 12%</b>	<b>Tinley Park</b>
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<b><u>Country Inn &amp; Suites Tinley Park</u></b>		Rates: <b>Standard</b> <b>\$80.00</b>
18315 South LaGrange Road Tinley Park, IL 60487 Nearest Airport: Midway - 24 Miles Courtesy Trans: 5 Mile Radius Fitness: Yes Website: <a href="http://www.countryinns.com/tinleyparkil">www.countryinns.com/tinleyparkil</a>	(708) 560-9300 (866) 505-4997 (708) 560-9800 (FAX) Amtrak: Homewood - 13 Miles Breakfast: Full Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 44/20 No. of Rooms: 99

<b><u>LaQuinta Inn Chicago/Tinley Park</u></b>		Rates: <b>Standard</b> <b>\$80.00</b>
7255 West 183rd Street Tinley Park, IL 60477 Nearest Airport: Midway - 23 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.lq.com">www.lq.com</a>	(708) 633-1200 (800) 531-5900 (708) 633-1444 (FAX) Amtrak: Homewood - 6 Miles Breakfast: Continental Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 8 No. of Rooms: 101

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

**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.extendedstayamerica.com](http://www.extendedstayamerica.com)

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

Rates: **Standard \$79.99**  
 Restaurant: Adjacent  
 Meeting Cap.: N/A  
 No. of Rooms: 128

**Extended Stay America**

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

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

Rates: **Standard \$79.99**  
 Restaurant: Nearby  
 Meeting Cap.: N/A  
 No. of Rooms: 124

**Hyatt House**

27554 Maecliff Drive  
 Warrenville, IL 60555  
 Nearest Airport: O'Hare - 16 Miles  
 Courtesy Trans: 5 Mile Radius  
 Fitness: Yes  
 Website: [www.hyatthousechicagowarrenville.com](http://www.hyatthousechicagowarrenville.com)

(630) 836-2960  
 (800) 993-4983  
 (630) 836-2961 (FAX)  
 Amtrak: Naperville - 3 Miles  
 Breakfast: Full  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$80.00**  
 Restaurant: Nearby  
 Meeting Cap.: 64/36  
 No. of Rooms: 123

**Hyatt Place**

27576 Maecliff Drive  
 Warrenville, IL 60555  
 Nearest Airport: O'Hare - 16 Miles  
 Courtesy Trans: 5 Mile Radius  
 Fitness: Yes  
 Website: [www.hyattplacechicagowarrenville.com](http://www.hyattplacechicagowarrenville.com)

(630) 836-9800  
 (800) 993-4751  
 (630) 836-2961 (FAX)  
 Amtrak: Naperville - 3 Miles  
 Breakfast: Full  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$80.00**  
 Restaurant: Nearby  
 Meeting Cap.: 80/50  
 No. of Rooms: 123

**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](http://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 Cap.: 36/45  
 No. of Rooms: 130

<b><u>Springhill Suites Warrenville</u></b>		Rates: <b>Standard</b> <b>\$80.00</b>
4305 Weaver Parkway Warrenville, IL 60555 Nearest Airport: O'Hare - 25 Miles Courtesy Trans: Local Area Fitness: Yes Website: <a href="http://www.marriott.com">www.marriott.com</a>	(630) 393-0400 (877) 206-7947 (630) 393-3103 (FAX) Amtrak: N/A Breakfast: Buffet Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 128

<b>Lake County</b>	<b>Tax Rate: 11%</b>	<b>Waukegan</b>
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<b><u>Crossland</u></b>		Rates: <b>Standard</b> <b>\$51.99</b>
1177 South Northpoint Boulevard Waukegan, IL 60085 Nearest Airport: O'Hare - 25 Miles Courtesy Trans: N/A Fitness: No Website: <a href="http://www.extendedstayamerica.com">www.extendedstayamerica.com</a>	(847) 688-0402 (800) 398-7829 (847) 688-0403 (FAX) Amtrak: Glenview - 20 Miles Breakfast: Continental Pool: None Internet: Complimentary	Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 128

<b>Dupage County</b>	<b>Tax Rate: 11%</b>	<b>Westmont</b>
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<b><u>Extended Stay America Chicago - Westmont</u></b>		Rates: <b>Standard</b> <b>\$79.99</b>
855 Pasquinelli Drive Westmont, IL 60559 Nearest Airport: O'Hare - 20 Miles Courtesy Trans: N/A Fitness: No Website: <a href="http://www.extendedstayamerica.com">www.extendedstayamerica.com</a>	(630) 323-9292 (888) EXTSTAY (630) 323-9536 (FAX) Amtrak: Westmont - 3 Miles Breakfast: None Pool: None Internet: Complimentary	Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 140

<b>DuPage County</b>	<b>Tax Rate: 7%</b>	<b>Willowbrook</b>
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<b><u>La Quinta Inn Chicago/Willowbrook</u></b>		Rates: <b>Standard</b> <b>\$80.00</b>
855 79th Street Willowbrook, IL 60527 Nearest Airport: O'Hare - 16 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.lq.com">www.lq.com</a>	(630) 654-0077 (800) 531-5900 (630) 654-0181 (FAX) Amtrak: N/A Breakfast: Continental Pool: None Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 10 No. of Rooms: 130

<b><u>Red Roof Inn</u></b>		Rates: <b>Standard</b> <b>\$59.99</b>
7535 Kingery Highway, Route 83 Willowbrook, IL 60527 Nearest Airport: Midway - 11 Miles Courtesy Trans: N/A Fitness: No Website: <a href="http://www.redroof.com">www.redroof.com</a>	(630) 323-8811 (800) REDROOF (630) 323-2714 (FAX) Amtrak: N/A Breakfast: Full Pool: None Internet: Complimentary	Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 109

<b><u>Marriott Courtyard Wood Dale</u></b>		Rates: <b>Standard \$80.00</b>
900 Wood Dale Avenue	(630) 766-7775	
Wood Dale, IL 60191	(800) 321-2211	
Nearest Airport: O'Hare - 15 Miles	(630) 766-7552 (FAX)	
Courtesy Trans: N/A	Amtrak: N/A	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 40
Website: <a href="http://www.marriott.com/chiwd">www.marriott.com/chiwd</a>	Pool: Indoor	No. of Rooms: 149
	Internet: Complimentary	

<b><u>Country Inn &amp; Suites by Carlson</u></b>		Rates: <b>Standard \$80.00</b>
1100 33rd Street	(847) 746-0101	
Zion, IL 60099	(800) 456-4000	
Nearest Airport: O'Hare - 38 Miles	(847) 746-0202 (FAX)	
Courtesy Trans: N/A	Amtrak: Glenview - 30 Miles	Restaurant: Nearby
Fitness: Yes	Breakfast: Full	Meeting Cap.: 12
Website: <a href="http://www.countryinns.com/zionil">www.countryinns.com/zionil</a>	Pool: Indoor	No. of Rooms: 66
	Internet: Complimentary	

### **CHICAGO MIDWAY AIRPORT**

<b><u>Extended Stay America Chicago Midway</u></b>		Rates: <b>Standard \$87.99</b>
7524 State Road	(708) 496-8211	
Bedford Park, IL 60638	(800) EXTSTAY	
Nearest Airport: Midway - 2 Miles	(708) 496-8212 (FAX)	
Courtesy Trans: N/A	Amtrak: Summit - 1 Mile	Restaurant: Nearby
Fitness: No	Breakfast: Continental	Meeting Cap.: N/A
Website: <a href="http://www.extendedstayamerica.com">www.extendedstayamerica.com</a>	Pool: None	No. of Rooms: 135
	Internet: Complimentary	

### **CHICAGO O'HARE INTERNATIONAL AIRPORT**

<b><u>Sprinhill Suites Chicago O'Hare</u></b>		Rates: <b>Standard \$130.00</b>
8101 Higgins Road	(773) 867-0000	
Chicago, IL 60631	(888) 287-9400	
Nearest Airport: O'Hare - 1 Mile	(773) 867-0001 (FAX)	
Courtesy Trans: O'Hare	Amtrak: N/A	Restaurant: On Site
Fitness: Yes	Breakfast: Continental	Meeting Cap.: 175/75
Website: <a href="http://www.springhillsuites.com">www.springhillsuites.com</a>	Pool: Indoor	No. of Rooms: 245
	Internet: Complimentary	

<b><u>Extended Stay America - O'Hare</u></b>		Rates: <b>Standard \$79.99</b>
1201 East Touhy Avenue	(847) 294-9693	
Des Plaines, IL 60018	(800) EXTSTAY	
Nearest Airport: O'Hare - 2 Miles	(847) 294-9684 (FAX)	Restaurant: Nearby
Courtesy Trans: O'Hare	Amtrak: Glenview - 6 Miles	Meeting Cap.: N/A
Fitness: No	Breakfast: None	No. of Rooms: 122
Website: <a href="http://www.extendedstayamerica.com">www.extendedstayamerica.com</a>	Pool: None	
	Internet: Complimentary	

<b><u>Extended Stay America Chicago - O'Hare</u></b>		Rates: <b>Standard \$79.99</b>
1207 East Touhy Avenue	(847) 768-0395	
Des Plaines, IL 60018	(800) EXTSTAY	
Nearest Airport: O'Hare - 2 Miles	(847) 768-0335 (FAX)	Restaurant: Nearby
Courtesy Trans: Local Area	Amtrak: Union Station - 15 Miles	Meeting Cap.: N/A
Fitness: Yes	Breakfast: Continental	No. of Rooms: 88
Website: <a href="http://www.extendedstayamerica.com">www.extendedstayamerica.com</a>	Pool: None	
	Internet: Complimentary	

<b><u>Radisson Hotel Chicago O'Hare</u></b>		Rates: <b>Standard \$107.00</b>
1450 East Touhy Avenue	(847) 296-8866	
Des Plaines, IL 60018	(800) 333-3333	
Nearest Airport: O'Hare - 2 Miles	(847) 296-8268 (FAX)	Restaurant: On Site
Courtesy Trans: O'Hare	Amtrak: Glenview - 6 Miles	Meeting Cap.: 150/90
Fitness: Yes	Breakfast: Full	No. of Rooms: 245
Website: <a href="http://www.radisson.com/desplainesil">www.radisson.com/desplainesil</a>	Pool: Outdoor	
	Internet: Complimentary	

<b><u>Country Inn &amp; Suites by Carlson</u></b>		Rates: <b>Standard \$80.00</b>
2200 South Elmhurst Street	(847) 290-0909	
Mount Prospect, IL 60065	(800) 830-5222	
Nearest Airport: O'Hare	(847) 290-1774 (FAX)	Restaurant: Adjacent
Courtesy Trans: Airport	Amtrak: 4 Miles	Meeting Cap.: 30
Fitness: Yes	Breakfast: Full	No. of Rooms: 94
Website: <a href="http://www.countryinns.com">www.countryinns.com</a>	Pool: Indoor	
	Internet: Complimentary	

<b><u>Aloft Chicago O'Hare</u></b>		Rates: <b>Standard \$130.00</b>
9700 Balmoral Avenue	(847) 671-4444	
Rosemont, IL 60018	(877) GOALOFT	
Nearest Airport: O'Hare - 1.5 Miles	(847) 671-2061 (FAX)	Restaurant: Nearby
Courtesy Trans: 2 Mile Radius	Amtrak: Glenview - 6 Miles	Meeting Cap.: 50/35
Fitness: Yes	Breakfast: None	No. of Rooms: 251
Website: <a href="http://www.aloft-hotels.com">www.aloft-hotels.com</a>	Pool: Indoor	
	Internet: Complimentary	

<b><u>Embassy Suites</u></b>		Rates: <b>Standard \$130.00</b>
5500 North River Road	(847) 678-4000	
Rosemont, IL 60018	(800) EMBASSY	
Nearest Airport: O'Hare - 2 miles	(847) 928-7659 (FAX)	Restaurant: On Site
Courtesy Trans: O'Hare	Amtrak: N/A	Meeting Cap.: 725/400
Fitness: Yes	Breakfast: Full	No. of Rooms: 293
Website: <a href="http://www.embassyohare.com">www.embassyohare.com</a>	Pool: Indoor	
	Internet: 12.95/Day	

<b><u>Hyatt Regency O'Hare</u></b>		Rates: <b>Standard \$130.00</b>
9300 West Bryn Mawr Avenue	(847) 696-1234	
Rosemont, IL 60018	(800) 233-1234	
Nearest Airport: O'Hare - 2 Miles	(847)698-0139 (FAX)	Restaurant: On Site
Courtesy Trans: O'Hare	Amtrak: 15 Miles	Meeting Cap.: 5,200
Fitness: Yes	Breakfast: None	No. of Rooms: 1100
Website: <a href="http://www.hyatt.com">www.hyatt.com</a>	Pool: None	
	Internet: 9.95/Day	

<b><u>Residence Inn by Marriott</u></b>		Rates: <b>Standard \$130.00</b>
7101 North Chestnut Street	(847) 375-9000	
Rosemont, IL 60018	(847) 375-9010 (FAX)	
Nearest Airport: O'Hare - 2.5 Miles	Amtrak: N/A	Restaurant: Adjacent
Courtesy Trans: 5 Mile Radius	Breakfast: Full	Meeting Cap.: 50
Fitness: Yes	Pool: Outdoor	No. of Rooms: 192
Website: <a href="http://www.marriott.com/chirt">www.marriott.com/chirt</a>	Internet: Complimentary	

<b>Cook County</b>	<b>Tax Rate: 11.5%</b>	<b>Schiller Park</b>
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<b><u>Hampton Inn Chicago O'Hare</u></b>		Rates: <b>Standard \$129.00</b>
3939 North Manneheim	(847) 671-1700	
Schiller Park, IL 60176	(800) HAMPTON	
Nearest Airport: O'Hare - 2 Miles	(847) 671-5909 (FAX)	Restaurant: Nearby
Courtesy Trans: O'Hare/Local Area	Amtrak: Union Station - 18 Miles	Meeting Cap.: 30
Fitness: Yes	Breakfast: Buffet	No. of Rooms: 148
Website: <a href="http://www.hamptoninnohare.com">www.hamptoninnohare.com</a>	Pool: Indoor	
	Internet: Complimentary	

### **DOWNSTATE ILLINOIS**

<b>St. Clair County</b>	<b>Tax Rate: 8%</b>	<b>Belleville</b>
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<b><u>Shrine Hotel</u></b>		Rates: <b>Standard \$70.00</b>
451 South DeMazenod Drive	(618) 397-1162	
Belleville, IL 62223	(800) 679-2874	
Nearest Airport: St. Louis - 27 Miles	(618) 394-6524 (FAX)	Restaurant: Adjacent
Courtesy Trans: N/A	Amtrak: Belleville - 12 Miles	Meeting Cap.: 450
Fitness: Yes	Breakfast: Continental	No. of Rooms: 78
Website: <a href="http://www.snows.org">www.snows.org</a>	Pool: None	
	Internet: Complimentary	

**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](http://www.baymontinns.com)

(309) 662-2800  
 (877) 229-6668  
 (309) 662-2811 (FAX)  
 Amtrak: Normal - 3 Miles  
 Breakfast: Continental  
 Pool: Outdoor  
 Internet: Complimentary

Rates: **Standard \$64.00**

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

**Country Inn & Suites Bloomington Normal - Airport**

2403 East Empire Street  
 Bloomington, IL 61704  
 Nearest Airport: Bloomington - 0.50 Miles  
 Courtesy Trans: Airport  
 Fitness: Yes  
 Website: [www.countryinns.com/bloomingtonil\\_normal](http://www.countryinns.com/bloomingtonil_normal)

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

Rates: **Standard \$70.00**

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

**Country Inn & Suites Bloomington Normal - West**

923 Maple Hill Road  
 Bloomington, IL 61701  
 Nearest Airport: Bloomington - 8 Miles  
 Courtesy Trans: N/A  
 Fitness: Yes  
 Website: [www.countryinns.com/bloomingtonil\\_west](http://www.countryinns.com/bloomingtonil_west)

(309) 828-7177  
 (800) 456-4000  
 (309) 828-4601 (FAX)  
 Amtrak: Normal - 5 Miles  
 Breakfast: Full  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Nearby  
 Meeting Cap.: N/A  
 No. of Rooms: 63

**Doubletree Hotel & Conference Center**

10 Brickyard Drive  
 Bloomington, IL 61701  
 Nearest Airport: Bloomington - 8 Miles  
 Courtesy Trans: Airport/ Amtrak/Bus Station  
 Fitness: Yes  
 Website: [www.bloomington.doubletree.com](http://www.bloomington.doubletree.com)

(309) 664-6446  
 (800) 222TREE  
 (309) 664-6135 (FAX)  
 Amtrak: Normal - 8 Miles  
 Breakfast: None  
 Pool: Indoor  
 Internet: 9.95/Day

Rates: **Standard \$70.00**

Restaurant: On Site  
 Meeting Cap.: 1,000/750  
 No. of Rooms: 197

**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.extendedstayamerica.com](http://www.extendedstayamerica.com)

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

Rates: **Standard \$49.99**

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

**Holiday Inn Express & Suites**

1715 Parkway Plaza Drive  
 Normal, IL 61761  
 Nearest Airport: Bloomington - 3 Miles  
 Courtesy Trans: N/A  
 Fitness: Yes  
 Website: [www.holidayinnexpress.com](http://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 Cap.: 100/75  
 No. of Rooms: 86

**Holiday Inn Express Bloomington West**

1031 Wylie Drive  
 Bloomington, IL 61705  
 Nearest Airport: Bloomington - 12 Miles  
 Courtesy Trans: N/A  
 Fitness: Yes  
 Website: [www.hiexpress.com/bloomington-w](http://www.hiexpress.com/bloomington-w)

(309) 820-9990  
 (800) HOLIDAY  
 (309) 820-1926 (FAX)  
 Amtrak: Bloomington - 12 Miles  
 Breakfast: Continental  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: Nearby  
 Meeting Cap.: 45/30  
 No. of Rooms: 81

**The Chateau of Bloomington**

1601 Jumer Drive  
 Bloomington, IL 61701  
 Nearest Airport: Bloomington - 3 Miles  
 Courtesy Trans: Airport/Amtrak  
 Fitness: Yes  
 Website: [www.bloomingtonchateau.com](http://www.bloomingtonchateau.com)

(309) 662-2020  
 (866) 690-4006  
 (309) 662-6522 (FAX)  
 Amtrak: Normal - 2 Miles  
 Breakfast: None  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$69.00**

Restaurant: On Site  
 Meeting Cap.: 480/280  
 No. of Rooms: 180

**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](http://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 Cap.: 40  
 No. of Rooms: 80

**Holiday Inn & Conference Center**

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

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

Rates: **Standard \$60.00**

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

**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: N/A  
 Fitness: Yes  
 Website: [www.magnusongrandhotel.com](http://www.magnusongrandhotel.com)

(217) 324-2100  
 (800) 322-7546  
 (217) 324-6852 (FAX)  
 Amtrak: Carlinville - 15 Miles  
 Breakfast: Full  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$60.00**

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

**Center Stone Inn & Suites**

13 William Road  
 Carlyle, IL 62231  
 Nearest Airport: St. Louis - 50 Miles  
 Courtesy Trans: N/A  
 Fitness: No  
 Website: [www.centerstoneinn.com](http://www.centerstoneinn.com)

(618) 594-8888  
 (877) 554-6835  
 (618) 594-3683 (FAX)  
 Amtrak: Centralia - 25 Miles  
 Breakfast: Continental  
 Pool: Outdoor  
 Internet: Complimentary

Rates: **Standard \$48.46**

Restaurant: Nearby  
 Meeting Cap.: 20  
 No. of Rooms: 42

**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.marinersvillagecarlylelake.com](http://www.marinersvillagecarlylelake.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: On Site  
 Meeting Cap.: 400  
 No. of Rooms: 63

**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](http://www.baymontchampaign.com)

(217) 356-8900  
 (877) BAYMONT  
 (217) 356-9253 (FAX)  
 Amtrak: Champaign - 5 Miles  
 Breakfast: Full  
 Pool: None  
 Internet: Complimentary

Rates: **Standard \$69.00**

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

**Comfort Suites**

2001 North Lincoln Avenue  
 Urbana, IL 61801  
 Nearest Airport: Champaign - 5 Miles  
 Courtesy Trans: Yes  
 Fitness: Yes  
 Website: [www.choicehotels.com](http://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: Adjacent  
 Meeting Cap.: 50  
 No. of Rooms: 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](http://www.countryinns.com)

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

Rates: **Standard \$70.00**

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

**Eastland Suites & Conference Center**

1907 North Cunningham Avenue  
 Urbana, IL 61802  
 Nearest Airport: Champaign - 10 Miles  
 Courtesy Trans: Airport/Local Area  
 Fitness: Yes  
 Website: [www.eastlandsuitesurbana.com](http://www.eastlandsuitesurbana.com)

(217) 367-8331  
 (800) 253-8331  
 (217) 384-3370 (FAX)  
 Amtrak: Champaign - 4 Miles  
 Breakfast: Buffet  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: On Site  
 Meeting Cap.: 175/150  
 No. of Rooms: 126

**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.extendedstayamerica.com](http://www.extendedstayamerica.com)

(217) 351-8899  
 (800) EXTSTAY  
 (217) 351-8811 (FAX)  
 Amtrak: Champaign - 2 Miles  
 Breakfast: Continental  
 Pool: None  
 Internet: Complimentary

Rates: **Standard \$59.99**

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

**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](http://www.redroof.com)

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

Rates: **Standard \$43.99**

Restaurant: Nearby  
 Meeting Cap.: N/A  
 No. of Rooms: 112

**Urbana Plaza Hotel & Convention Center**

1001 Killareny Street  
 Urbana, IL 61801  
 Nearest Airport: Champaign - 9 Miles  
 Courtesy Trans: Local Area  
 Fitness: Yes  
 Website: [www.urbanplaza.com](http://www.urbanplaza.com)

(217) 328-7900  
 (800) HOLIDAY  
 (217) 328-7941 (FAX)  
 Amtrak: Champaign - 2 Miles  
 Breakfast: Full  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$70.00**

Restaurant: On-Site  
 Meeting Cap.: 900/500  
 No. of Rooms: 198

**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](http://www.reidsinn.com)

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

Rates: **Standard \$60.00**

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

<b>Madison County</b>	<b>Tax Rate: 14%</b>	<b>Collinsville</b>
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<b><u>DoubleTree by Hilton Collinsville</u></b>		<b>Rates: Standard \$70.00</b>
1000 Eastport Plaza Drive Collinsville, IL 62234 Nearest Airport: St. Louis - 25 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.doubletreecollinsville.com">www.doubletreecollinsville.com</a>	(618) 345-2800 (800) 551-5133 (618) 345-9804 (FAX) Amtrak: St. Louis - 15 Miles Breakfast: None Pool: Indoor Internet: Complimentary	Restaurant: On Site Meeting Cap.: 500/200 No. of Rooms: 234

<b>Monroe County</b>	<b>Tax Rate: 11%</b>	<b>Columbia</b>
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<b><u>Hampton Inn</u></b>		<b>Rates: Standard \$60.00</b>
165 Admiral Trost Drive Columbia, IL 62236 Nearest Airport: St. Louis - 15 Miles Courtesy Trans: N/A Fitness: No Website: <a href="http://www.stlouiscolumbia.hamptoninn.com">www.stlouiscolumbia.hamptoninn.com</a>	(618) 281-9000 (800) HAMPTON (618) 281-8900 (FAX) Amtrak: St. Louis - 15 Miles Breakfast: Full Pool: None Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 45/25 No. of Rooms: 77

<b>Vermilion County</b>	<b>Tax Rate: 12%</b>	<b>Danville</b>
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<b><u>Quality Inn &amp; Suites</u></b>		<b>Rates: Standard \$59.99</b>
383 Lynch Drive Danville, IL 61834 Nearest Airport: N/A Courtesy Trans: N/A Fitness: No Website: <a href="#">N/A</a>	(217) 443-8004 (800) 228-5150 (217) 443-8004 (FAX) Amtrak: N/A Breakfast: Continental Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 56

<b><u>Super 8</u></b>		<b>Rates: Standard \$56.99</b>
377 Lynch Road Danville, IL 61834 Nearest Airport: N/A Courtesy Trans: N/A Fitness: No Website: <a href="http://www.super8.com">www.super8.com</a>	(217) 443-4499 (800) 800-8000 (217) 443-4499 (FAX) Amtrak: N/A Breakfast: Continental Pool: None Internet: Complimentary	Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 50

<b>Macon County</b>	<b>Tax Rate: 12%</b>	<b>Decatur/Forsyth</b>
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<b><u>Baymont Inn Decatur</u></b>		<b>Rates: Standard \$59.00</b>
5100 Hickory Point Frontage Road Decatur, IL 62526 Nearest Airport: Decatur - 10 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.baymontinns.com">www.baymontinns.com</a>	(217) 875-5800 (877) 229-6668 (217) 875-7537 (FAX) Amtrak: N/A Breakfast: Continental Pool: None Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 10 No. of Rooms: 97

<b><u>Comfort Inn &amp; Suites</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
5150 Hickory Point Frontage Road Decatur, IL 62526 Nearest Airport: Decatur - 8 Miles Courtesy Trans: Airport Fitness: Yes Website: <a href="http://www.countryinn.com">www.countryinn.com</a>	(217) 872-2402 (800) 830-5222 (217) 872-2403 (FAX) Amtrak: Champaign - 35 Miles Breakfast: Full Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 50/35 No. of Rooms: 72

<b><u>Welcome Hotel &amp; Suites</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
5170 North Wingate Drive Decatur, IL 62526 Nearest Airport: Decatur - 6 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="#">N/A</a>	(217) 875-5500 (800) HOLIDAY (217) 875-5537 (FAX) Amtrak: N/A Breakfast: Full Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 35/25 No. of Rooms: 81

<b>Lee County</b>	<b>Tax Rate: 11%</b>	<b>Dixon</b>
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<b><u>Comfort Inn</u></b>		Rates: <b>Standard</b> <b>\$59.00</b>
136 Plaza Drive Dixon, IL 61021 Nearest Airport: N/A Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.cidixon.com">www.cidixon.com</a>	(815) 284-0500 (800) 424-6423 (815) 284-0509 (FAX) Amtrak: Rochelle - 20 Miles Breakfast: Full Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 200/150 No. of Rooms: 98

<b>St. Clair County</b>	<b>Tax Rate: 16%</b>	<b>East St. Louis</b>
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<b><u>Casino Queen Hotel</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
200 South Front Street East St. Louis, IL 62201 Nearest Airport: St. Louis - 3 Miles Courtesy Trans: Local Area Fitness: Yes Website: <a href="http://www.casinoqueen.com">www.casinoqueen.com</a>	(618) 874-5000 (800) 777-0777 (618) 874-8404 (FAX) Amtrak: St. Louis - 3 Miles Breakfast: Continental Pool: Indoor Internet: Complimentary	Restaurant: On Site Meeting Cap.: 250 No. of Rooms: 150

<b>Effingham County</b>	<b>Tax Rate: 11%</b>	<b>Effingham</b>
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<b><u>Country Inn &amp; Suites</u></b>		Rates: <b>Standard</b> <b>\$60.00</b>
1200 North Raney Effingham, IL 62401 Nearest Airport: N/A Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.countryinns.com/effingham">www.countryinns.com/effingham</a>	(217) 540-5555 (800) 456-4000 (217) 540-5556 (FAX) Amtrak: Effingham - 2 Miles Breakfast: Full Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 10 No. of Rooms: 65

<b>St. Clair County</b>	<b>Tax Rate: 13%</b>	<b>Fairview Heights</b>
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<b><u>Four Points by Sheraton Fairview Heights</u></b>		Rates: <b>Standard \$70.00</b>
319 Fountain Parkway Fairview Heights, IL 62208 Nearest Airport: St. Louis - 25 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.fourpointsfairviewheights.com">www.fourpointsfairviewheights.com</a>	(618) 622-9500 (800) 328-6242 (618) 622-4401 (FAX) Amtrak: St. Louis - 15 Miles Breakfast: None Pool: Indoor Internet: Complimentary	Restaurant: On-Site Meeting Cap.: 800/500 No. of Rooms: 119

<b>Stephenson County</b>	<b>Tax Rate: 11%</b>	<b>Freeport</b>
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<b><u>Country Inn &amp; Suites by Carlson</u></b>		Rates: <b>Standard \$60.00</b>
1710 South Dirck Drive Freeport, IL 61032 Nearest Airport: O'Hare - 26 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.countryinn.com/freeportil">www.countryinn.com/freeportil</a>	(815) 233-3300 (800) 456-4000 (815) 233-3333 (FAX) Amtrak: N/A Breakfast: Full Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 25 No. of Rooms: 66

<b>Jo Daviess County</b>	<b>Tax Rate: 11%</b>	<b>Galena</b>
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<b><u>Country Inn &amp; Suites by Carlson</u></b>		Rates: <b>Standard \$60.00</b>
11334 Oldenburg Lane Galena, IL 61036 Nearest Airport: N/A Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.countryinns.com/galenail">www.countryinns.com/galenail</a>	(815) 777-2400 (800) 456-4000 (815) 777-2702 (FAX) Amtrak: N/A Breakfast: Full Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 50/40 No. of Rooms: 75

<b><u>Stoney Creek Hotel &amp; Conference Center</u></b>		Rates: <b>Standard \$70.00</b>
940 Galena Square Drive Galena, IL 61036 Nearest Airport: N/A Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.stoneycreekhote.com">www.stoneycreekhote.com</a>	(815) 777-2223 (800) 659-2220 (815) 777-6762 (FAX) Amtrak: N/A Breakfast: Continental Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 50 No. of Rooms: 75

<b>Knox County</b>	<b>Tax Rate: 15%</b>	<b>Galesburg</b>
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<b><u>Best Western Prairie Inn</u></b>		Rates: <b>Standard \$60.00</b>
1-74 & East Main Street Galesburg, IL 61401 Nearest Airport: Galesburg - 4 Miles Courtesy Trans: Local Area Fitness: Yes Website: <a href="http://www.bestwesternprairieinn.com">www.bestwesternprairieinn.com</a>	(309) 343-7151 (866) 343-7151 (309) 343-7168 (FAX) Amtrak: Galesburg - 2 Miles Breakfast: None Pool: Indoor Internet: Complimentary	Restaurant: On Site Meeting Cap.: 300/160 No. of Rooms: 110

<b><u>Country Inn &amp; Suites</u></b>		Rates: <b>Standard</b> <b>\$60.00</b>
2284 Promenade Court	(309) 344-4444	
Galesburg, IL 61401	(800) 456-4000	
Nearest Airport: N/A	(309) 344-4445 (FAX)	
Courtesy Trans: N/A	Amtrak: Galesburg - 3 Miles	Restaurant: Nearby
Fitness: Yes	Breakfast: Full	Meeting Cap.: 30
Website: <a href="http://www.countryinns.com">www.countryinns.com</a>	Pool: Indoor	No. of Rooms: 61
	Internet: Complimentary	

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

<b><u>Quality Inn</u></b>		Rates: <b>Standard</b> <b>\$60.00</b>
907 West Carl Sandburg Drive	(309) 344-5445	
Galesburg, IL 61401	(800) 228-5150	
Nearest Airport: Peoria - 2 Miles	(309) 344-5445 (FAX)	
Courtesy Trans: N/A	Amtrak: Galesburg - 1 Mile	Restaurant: Nearby
Fitness: No	Breakfast: Continental	Meeting Cap.: 25
Website: <a href="http://www.qualityinn.com">www.qualityinn.com</a>	Pool: None	No. of Rooms: 44
	Internet: Complimentary	

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

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

<b>Logan County</b>	<b>Tax Rate: 11%</b>	<b>Lincoln</b>
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<b><u>Holiday Inn Express - Lincoln</u></b>		Rates: <b>Standard \$60.00</b>
130 Olson Avenue Lincoln, IL 62656 Nearest Airport: Springfield Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.hiexpress.com/lincolnil">www.hiexpress.com/lincolnil</a>	(217) 735-5800 (800) 465-4983 (217) 732-6168 (FAX) Amtrak: Lincoln - 4 Miles Breakfast: Full Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 50 No. of Rooms: 69

<b><u>Lincoln Hampton Inn</u></b>		Rates: <b>Standard \$60.00</b>
1019 North Heitmann Drive Lincoln, IL 62656 Nearest Airport: Springfield - 30 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.lincoln.hamptoninn.com">www.lincoln.hamptoninn.com</a>	(217) 732-6729 (800) HAMPTON (217) 732-6047 (FAX) Amtrak: Lincoln - 4 Miles Breakfast: Full Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 8 No. of Rooms: 64

<b>Montgomery County</b>	<b>Tax Rate: 10%</b>	<b>Litchfield</b>
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<b><u>Litchfield Hampton Inn</u></b>		Rates: <b>Standard \$60.00</b>
11 Thunderbird Circle Litchfield, IL 62056 Nearest Airport: Lambert - 65 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.hamptoninn.com">www.hamptoninn.com</a>	(217) 324-4441 (800) HAMPTON (217) 324-4505 (FAX) Amtrak: Carlinville - 20 Miles Breakfast: Continental Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 12 No. of Rooms: 64

<b>Winnebago County</b>	<b>Tax Rate: 11%</b>	<b>Loves Park</b>
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<b><u>Holiday Inn Express</u></b>		Rates: <b>Standard \$70.00</b>
7552 Park Place Loves Park, IL 61111 Nearest Airport: Rockford - 9 Miles Courtesy Trans: 5 Mile Radius Fitness: Yes Website: <a href="http://www.holidayinn.com">www.holidayinn.com</a>	(815) 654-4100 (800) HOLIDAY (815) 654-4114 (FAX) Amtrak: N/A Breakfast: Full Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 20 No. of Rooms: 119

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

**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](http://www.countryinns.com)

(618) 997-2444  
 (800) 456-4000  
 (618) 997-2422 (FAX)  
 Amtrak: 12 Miles  
 Breakfast: Full  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: Nearby  
 Meeting Cap.: 80  
 No. of Rooms: 69

**Drury Inn**

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

(618) 997-9600  
 (800) DRURYINN  
 (618) 997-9600 (FAX)  
 Amtrak: 14 Miles  
 Breakfast: Full  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: Adjacent  
 Meeting Cap.: 30  
 No. of Rooms: 130

**Baymont Inn & Suites**

206 McFall  
 Mattoon, IL 61938  
 Nearest Airport: Coles County  
 Courtesy Trans: N/A  
 Fitness: Yes  
 Website: [www.baymontinns.com](http://www.baymontinns.com)

(217) 234-2420  
 (800) BAYMONT  
 (217) 234-2355 (FAX)  
 Amtrak: Mattoon - 2 Miles  
 Breakfast: Full  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: Nearby  
 Meeting Cap.: 30  
 No. of Rooms: 63

**Comfort Suites**

1408 Broadway Avenue East  
 Mattoon, IL 61938  
 Nearest Airport: N/A  
 Courtesy Trans: N/A  
 Fitness: Yes  
 Website: [www.comfortsuites.com/hotel/il1158](http://www.comfortsuites.com/hotel/il1158)

(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 Cap.: 25  
 No. of Rooms: 70

**Americinn Lodge & Suites**

1 Americinn Way  
 Monmouth, IL 61462  
 Nearest Airport: Quad Cities - 40 Miles  
 Courtesy Trans: N/A  
 Fitness: Yes  
 Website: [www.americinn.com/hotels/il/monmouth](http://www.americinn.com/hotels/il/monmouth)

(309) 734-9958  
 (800) 634-3444  
 (309) 734-6819 (FAX)  
 Amtrak: Galesburg - 15 Miles  
 Breakfast: Full  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$60.00**

Restaurant: On Site  
 Meeting Cap.: 45  
 No. of Rooms: 65

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

<b>Jefferson County</b>	<b>Tax Rate: 11%</b>	<b>Mount Vernon</b>
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<b><u>Drury Inn &amp; Suites</u></b>		Rates: <b>Standard \$60.00</b>
145 North 44th Street	(618) 246-5201	
Mount Vernon, IL 62864	(800) 378-7946	
Nearest Airport: St. Louis - 90 Miles	(855) 487-5595 (FAX)	Restaurant: Nearby
Courtesy Trans: No	Amtrak: St. Louis - 78 Miles	Meeting Cap.: 170/120
Fitness: Yes	Breakfast: Full	No. of Rooms: 180
Website: <a href="http://www.druryhotels.com">www.druryhotels.com</a>	Pool: Indoor/Outdoor	
	Internet: Complimentary	

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

<b>St. Clair County</b>	<b>Tax Rate: 12%</b>	<b>O'Fallon</b>
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<b><u>Country Inn &amp; Suites - O'Fallon</u></b>		Rates: <b>Standard \$70.00</b>
116 Regency Park	(618) 622-8600	
O'Fallon, IL 62269	(800) 830-5222	
Nearest Airport: St. Louis - 30 Miles	(618) 206-3182 (FAX)	Restaurant: Adjacent
Courtesy Trans: N/A	Amtrak: St. Louis - 18 Miles	Meeting Cap.: 65/40
Fitness: Yes	Breakfast: Full	No. of Rooms: 66
Website: <a href="http://www.countryinns.com">www.countryinns.com</a>	Pool: Indoor	
	Internet: Complimentary	

<b><u>Extended Stay America</u></b>		Rates: <b>Standard \$54.99</b>
154 Regency Park	(618) 624-1757	
O'Fallon, IL 62269	(800) EXTSTAY	
Nearest Airport: Mascoutah - 15 Miles	(618) 624-1778 (FAX)	Restaurant: Adjacent
Courtesy Trans: N/A	Amtrak: St. Louis - 35 Miles	Meeting Cap.: N/A
Fitness: No	Breakfast: Continental	No. of Rooms: 89
Website: <a href="http://www.extendedstayamerica.com">www.extendedstayamerica.com</a>	Pool: None	
	Internet: Complimentary	

**Suburban Extended Stay**

148 Regency Park  
 O'Fallon, IL 62269  
 Nearest Airport: St. Louis - 27 Miles  
 Courtesy Trans: N/A  
 Fitness: Yes  
 Website: [www.suburbanextendedstay.com/ofallon](http://www.suburbanextendedstay.com/ofallon)

(618) 589-3696  
 (800) 4-CHOICE  
 (618) 589-3686 (FAX)  
 Amtrak: St. Louis - 16 Miles  
 Breakfast: None  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$60.00**  
  
 Restaurant: Nearby  
 Meeting Cap.: N/A  
 No. of Rooms: 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.super8.com](http://www.super8.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 Cap.: 26  
 No. of Rooms: 52

**Peoria County****Tax Rate: 12%****Peoria/East Peoria****Country Inn & Suites**

5309 West Landens Way  
 Peoria, IL 61615  
 Nearest Airport: Peoria - 10 Miles  
 Courtesy Trans: Airport  
 Fitness: Yes  
 Website: [www.countryinns.com](http://www.countryinns.com)

(309) 589-0044  
 (800) 830-5222  
 (309) 689-0454 (FAX)  
 Amtrak: N/A  
 Breakfast: Full  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$70.00**  
  
 Restaurant: Adjacent  
 Meeting Cap.: 30  
 No. of Rooms: 74

**Extended Stay America**

4306 North Brandywine  
 Peoria, IL 61614  
 Nearest Airport: Peoria - 10 Miles  
 Courtesy Trans: N/A  
 Fitness: No  
 Website: [www.extendedstayamerica.com](http://www.extendedstayamerica.com)

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

Rates: **Standard \$59.99**  
  
 Restaurant: Nearby  
 Meeting Cap.: N/A  
 No. of Rooms: 104

**Par-A-Dice Hotel**

7 Blackjack Boulevard  
 East Peoria, IL 61611  
 Nearest Airport: Peoria - 12 Miles  
 Courtesy Trans: Airport  
 Fitness: Yes  
 Website: [www.paradicecasinocom](http://www.paradicecasinocom)

(309) 699-7711  
 (800) 727-2342  
 (309) 699-9317 (FAX)  
 Amtrak: Bloomington - 30 Miles  
 Breakfast: None  
 Pool: None  
 Internet: Complimentary

Rates: **Standard \$70.00**  
  
 Restaurant: Adjacent  
 Meeting Cap.: 1,000/600  
 No. of Rooms: 202

<b><u>Quality Inn &amp; Suites</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
4112 North Brandywine Peoria, IL 61614 Nearest Airport: Peoria - 11 Miles Courtesy Trans: Airport Fitness: Yes Website: <a href="http://www.choicehotels.com">www.choicehotels.com</a>	(309) 685-2556 (800) 526-3766 (309) 685-6272 (FAX) Amtrak: N/A Breakfast: Full Pool: Indoor Internet: Complimentary	Restaurant: Adjacent Meeting Cap.: 75/60 No. of Rooms: 115

<b><u>Red Roof Inn</u></b>		Rates: <b>Standard</b> <b>\$43.99</b>
1822 West War Memorial Drive Peoria, IL 61614 Nearest Airport: Peoria - 10 Miles Courtesy Trans: N/A Fitness: No Website: <a href="http://www.redroof.com">www.redroof.com</a>	(309) 685-3911 (800) REDROOF (309) 685-3941 (FAX) Amtrak: Peoria - 6 Miles Breakfast: None Pool: None Internet: Complimentary	Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 108

<b><u>Springhill Suites by Marriott</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
2701 West Lake Avenue Peoria, IL 61615 Nearest Airport: Peoria - 8 Miles Courtesy Trans: Airport/Local Area Fitness: Yes Website: <a href="http://www.springhillpeoria.com">www.springhillpeoria.com</a>	(309) 681-2700 (888) 287-9400 (309) 681-2701 (FAX) Amtrak: Peoria - 7 Miles Breakfast: Full Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 50/40 No. of Rooms: 124

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

<b>LaSalle County</b>	<b>Tax Rate: 10%</b>	<b>Peru</b>
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<b><u>Fairfield Inn</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
4385 Venture Drive Peru, IL 61354 Nearest Airport: Peoria - 5 Miles Courtesy Trans: N/A Fitness: No Website: <a href="http://www.fairfield.com">www.fairfield.com</a>	(815) 223-7458 (800) 228-2800 (815) 223-7458 (FAX) Amtrak: Mendota - 15 Miles Breakfast: Continental Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 15 No. of Rooms: 64

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

<b><u>Super 8</u></b>		Rates: <b>Standard</b>	<b>\$54.99</b>
601 South Deerfield Road	(815) 844-6888		
Pontiac, IL 61764	(800) 800-8000		
Nearest Airport: N/A	(815) 844-6888 (FAX)	Restaurant: Nearby	
Courtesy Trans: N/A	Amtrak: Pontiac	Meeting Cap.: N/A	
Fitness: No	Breakfast: Continental	No. of Rooms: 48	
Website: <a href="http://www.super8.com">www.super8.com</a>	Pool: None		
	Internet: Complimentary		

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

<b><u>Fairfield Inn</u></b>		Rates: <b>Standard</b>	<b>\$60.00</b>
4315 Broadway	(217) 223-5922		
Quincy, IL 62305	(800) 228-2800		
Nearest Airport: Quincy - 8 Miles	(217) 223-5922 (FAX)	Restaurant: Nearby	
Courtesy Trans: N/A	Amtrak: Quincy - 4 Miles	Meeting Cap.: 35/25	
Fitness: Yes	Breakfast: Full	No. of Rooms: 63	
Website: <a href="http://www.marriott.com/uinqu">www.marriott.com/uinqu</a>	Pool: Indoor		
	Internet: Complimentary		

**Ogle County** Tax Rate: 11% **Rochelle**

<b><u>Holiday Inn Express</u></b>		Rates: <b>Standard</b>	<b>\$60.00</b>
1240 Dement Road	(815) 562-9994		
Rochelle, IL 61068	(800) HOLIDAY		
Nearest Airport: Rochelle - 5 Miles	(815) 562-9995 (FAX)	Restaurant: Nearby	
Courtesy Trans: N/A	Amtrak: N/A	Meeting Cap.: 60	
Fitness: Yes	Breakfast: Continental	No. of Rooms: 80	
Website: <a href="http://www.holidayinn.com">www.holidayinn.com</a>	Pool: Indoor		
	Internet: Complimentary		

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

<b><u>Days Inn</u></b>		Rates: <b>Standard</b>	<b>\$59.99</b>
2105 1st Avenue South	(815) 626-5500		
Rock Falls, IL 61071	(800) 225-3297		
Nearest Airport: N/A	(815) 626-5501 (FAX)	Restaurant: On Site	
Courtesy Trans: N/A	Amtrak: N/A	Meeting Cap.: 310	
Fitness: Yes	Breakfast: Continental	No. of Rooms: 77	
Website: <a href="http://www.daysinn.com">www.daysinn.com</a>	Pool: Indoor		
	Internet: Complimentary		

**Rock Island County** Tax Rate: 13% **Rock Island/Moline**

<b><u>Comfort Inn</u></b>		Rates: <b>Standard</b>	<b>\$65.00</b>
2600 52nd Avenue	(309) 762-7000		
Moline, IL 61265	(888) 812-8653		
Nearest Airport: Moline - .50 Miles	(309) 762-7000 (FAX)	Restaurant: Nearby	
Courtesy Trans: On-Site	Amtrak: N/A	Meeting Cap.: N/A	
Fitness: No	Breakfast: Continental	No. of Rooms: 62	
Website: <a href="http://www.choicehotels.com">www.choicehotels.com</a>	Pool: Indoor		
	Internet: Complimentary		

<b><u>Country Inn &amp; Suites Moline Airport</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
2721 69th Avenue Court Moline, IL 61265 Nearest Airport: Moline - .50 Miles Courtesy Trans: Airport Fitness: Yes Website: <a href="http://www.countryinns.com">www.countryinns.com</a>	(309) 797-4249 (800) 830-5222 (309) 797-4253 (FAX) Amtrak: N/A Breakfast: Full Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 61

<b><u>Motel 6</u></b>		Rates: <b>Standard</b> <b>\$50.00</b>
6920 27th Street Moline, IL 61265 Nearest Airport: Moline - 1 Mile Courtesy Trans: Airport Fitness: Yes Website:	(309) 762-1711  (309) 762-1788 (FAX) Amtrak: Rockford - 6 Miles Breakfast: None Pool: Outdoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 76

<b>Winnebago County</b>	<b>Tax Rate: 14%</b>	<b>Rockford</b>
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<b><u>Candlewood Suites</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
7555 Walton Street Rockford, IL 61108 Nearest Airport: Rockford - 14 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.suitesrockford.com">www.suitesrockford.com</a>	(815) 229-9300 (888) CANDLEWOOD (815) 229-9323 (FAX) Amtrak: N/A Breakfast: None Pool: None Internet: Complimentary	Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 66

<b><u>Clock Tower Resort &amp; Conference Center</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
7801 East State Street Rockford, IL 61108 Nearest Airport: Rockford - 15 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.cloctowerresort.com">www.cloctowerresort.com</a>	(815) 398-6000 (800) 358-7666 (815) 398-8062 (FAX) Amtrak: N/A Breakfast: Continental Pool: Indoor/Outdoor Internet: Complimentary	Restaurant: On Site Meeting Cap.: 1,400/700 No. of Rooms: 245

<b><u>Comfort Inn</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
7392 Argus Drive Rockford, IL 61107 Nearest Airport: Rockford - 5 Miles Courtesy Trans: N/A Fitness: No Website: <a href="http://www.choicehotels.com/hotel/IL070">www.choicehotels.com/hotel/IL070</a>	(815) 398-7061 (800) 228-5150 (815) 398-7061 (FAX) Amtrak: N/A Breakfast: Continental Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 64

<b><u>Days Inn Rockford</u></b>		Rates: <b>Standard</b> <b>\$59.49</b>
220 South Lyford Road Rockford, IL 61108 Nearest Airport: Rockford - 4 Miles Courtesy Trans: N/A Fitness: Yes Website: <u>N/A</u>	(815) 332-4915 (800) 329-7466 (815) 332-4843 (FAX) Amtrak: N/A Breakfast: Continental Pool: None Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 10 No. of Rooms: 98

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

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

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

<b><u>Hilton Garden Inn Rockford</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
7675 Walton Street	815-229-3322	
Rockford, IL 61107	815-229-3022 (FAX)	
Nearest Airport: Rockford - 10 Miles	Amtrak: N/A	Restaurant: On Site
Courtesy Trans: N/A	Breakfast: None	Meeting Cap.: 200
Fitness: Yes	Pool: Indoor	No. of Rooms: 135
Website: <a href="http://www.hiltongardeninn.com">www.hiltongardeninn.com</a>	Internet: Complimentary	

<b><u>Holiday Inn Rockford</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
7550 East State Street	(815) 398-2200	
Rockford, IL 61108	(800) 383-7829	
Nearest Airport: Rockford - 10 Miles	(815) 229-3122 (FAX)	
Courtesy Trans: Local Area	Amtrak: N/A	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 150/80
Website: <a href="http://www.holiday-inn.com/rfdil">www.holiday-inn.com/rfdil</a>	Pool: Indoor	No. of Rooms: 202
	Internet: Complimentary	

<b><u>Radisson Hotel &amp; Conference Center Rockford</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
200 South Bell School Road	(815) 226-2100	
Rockford, IL 61108	(800) 967-9033	
Nearest Airport: Rockford - 11 Miles	(815) 229-3070 (FAX)	
Courtesy Trans: 10 Mile Radius	Amtrak: N/A	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 600/300
Website: <a href="http://www.radisson.com">www.radisson.com</a>	Pool: Indoor	No. of Rooms: 114
	Internet: Complimentary	

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

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

<b><u>Staybridge Suites</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
633 North Bell School Road Rockford, IL 61107 Nearest Airport: Rockford - 13 Miles Courtesy Trans: 10 Mile Radius Fitness: Yes Website: <a href="http://www.staybridge.com/rockford">www.staybridge.com/rockford</a>	(815) 397-0200 (877) 238-8889 (815) 397-0202 (FAX) Amtrak: Harvard - 30 Miles Breakfast: Full Pool: Indoor Internet: Complimentary	Restaurant: Adjacent Meeting Cap.: 30/20 No. of Rooms: 86

<b>Sangamon County</b>	<b>Tax Rate: 12%</b>	<b>Springfield</b>
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<b><u>Baymont Inn</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
5871 South 6th Street Springfield, IL 62703 Nearest Airport: Springfield Courtesy Trans: Local Area Fitness: Yes Website: <a href="http://www.baymontinns.com/hotel/17908">www.baymontinns.com/hotel/17908</a>	(217) 529-6655 (877) BAYMONT (217) 529-6510 (FAX) Amtrak: Springfield - 6 Miles Breakfast: Full Pool: Indoor/Outdoor Internet: Complimentary	Restaurant: Adjacent Meeting Cap.: 16/18 No. of Rooms: 75

<b><u>Candlewood Suites</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
2501 Sunrise Drive Springfield, IL 62703 Nearest Airport: Springfield - 5 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.candlewoodsuites.com">www.candlewoodsuites.com</a>	(217) 522-5100 (888) 226-3539 (217) 522-5101 (FAX) Amtrak: Springfield - 2 Miles Breakfast: None Pool: None Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 30 No. of Rooms: 110

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

<b><u>Comfort Suites</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
2620 South Dirksen Parkway Springfield, IL 62703 Nearest Airport: Springfield Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.choicehotels.com">www.choicehotels.com</a>	(217) 753-4000 (800) 424-6423 (217) 753-4166 (FAX) Amtrak: Springfield - 6 Miles Breakfast: Continental Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 93

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

<b><u>Crowne Plaza</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
3000 South Dirksen Parkway Springfield, IL 62703 Nearest Airport: Springfield Courtesy Trans: Airport/Amtrak Fitness: Yes Website: <a href="http://www.cpspringfieldcrowneplaza.com">www.cpspringfieldcrowneplaza.com</a>	(217) 529-7777 (800) 2CROWNE (217) 529-6666 (FAX) Amtrak: Springfield - 5 Miles Breakfast: None Pool: Indoor Internet: 9.95/Day	Restaurant: On Site Meeting Cap.: 2,100/1,125 No. of Rooms: 288

<b><u>Drury Inn &amp; Suites</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
3180 South Dirksen Parkway Springfield, IL 62703 Nearest Airport: Springfield - 8 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.druryinn.com">www.druryinn.com</a>	(217) 529-3900 (800) DRURYINN (217) 529-3900 (FAX) Amtrak: Springfield - 5 Miles Breakfast: Full Pool: Indoor Internet: Complimentary	Restaurant: Adjacent Meeting Cap.: 50/30 No. of Rooms: 118

<b><u>Hilton Springfield</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
700 East Adams Street Springfield, IL 62702 Nearest Airport: Springfield - 3 Miles Courtesy Trans: Local Area Fitness: Yes Website: <a href="http://www.springfieldil.hilton.com">www.springfieldil.hilton.com</a>	(217) 789-1530 (800) HILTONS (217) 789-0709 (FAX) Amtrak: Springfield - 0.5 Miles Breakfast: None Pool: Indoor Internet: Complimentary	Restaurant: On-Site Meeting Cap.: 1,200 No. of Rooms: 366

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

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

<b><u>Mansion View Inn &amp; Suites</u></b>		Rates: <b>Standard</b>	<b>\$70.00</b>
529 South 4th Street	(217) 544-7411		
Springfield, IL 62701	(800) 252-1083		
Nearest Airport: Springfield - 4 Miles	(217) 544-6211 (FAX)	Restaurant: Nearby	
Courtesy Trans: Airport/Amtrak	Amtrak: Springfield - 0.5 Miles	Meeting Cap.: 40	
Fitness: No	Breakfast: Continental	No. of Rooms: 97	
Website: <a href="http://www.mansionview.com">www.mansionview.com</a>	Pool: None		
	Internet: Complimentary		

<b><u>Microtel Inn &amp; Suites</u></b>		Rates: <b>Standard</b>	<b>\$69.00</b>
2636 Sunrise Drive	(217) 753-2636		
Springfield, IL 62703	(888) 771-7171		
Nearest Airport: Springfield - 7 Miles	(217) 753-9636 (FAX)	Restaurant: Nearby	
Courtesy Trans: N/A	Amtrak: Springfield - 5 Miles	Meeting Cap.: 25	
Fitness: No	Breakfast: Continental	No. of Rooms: 64	
Website: <a href="http://www.microtelinn.com">www.microtelinn.com</a>	Pool: Indoor		
	Internet: Complimentary		

<b><u>Northfield Inn &amp; Suites</u></b>		Rates: <b>Standard</b>	<b>\$70.00</b>
3280 Northfield Drive	(217) 523-7900		
Springfield, IL 62702	(866) 577-7900		
Nearest Airport: Springfield	(217) 523-7273 (FAX)	Restaurant: On Site	
Courtesy Trans: Airport/Amtrak	Amtrak: Springfield - 5 Miles	Meeting Cap.: 500/250	
Fitness: Yes	Breakfast: Continental	No. of Rooms: 109	
Website: <a href="http://www.northfieldinn.com">www.northfieldinn.com</a>	Pool: Indoor		
	Internet: Complimentary		

<b><u>President Abe Lincoln, A DoubleTree Hotel</u></b>		Rates: <b>Standard</b>	<b>\$70.00</b>
701 East Adams Street	(217) 544-8800		
Springfield, IL 62701	(866) 788-1860		
Nearest Airport: Springfield - 3 Miles	(217) 544-8079 (FAX)	Restaurant: On Site	
Courtesy Trans: Airport/Amtrak	Amtrak: Springfield - .5 Miles	Meeting Cap.: 600/575	
Fitness: Yes	Breakfast: None	No. of Rooms: 316	
Website: <a href="http://www.presidentabrahamlincolnspringfield">www.presidentabrahamlincolnspringfield</a>	Pool: Indoor		
	Internet: Complimentary		

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

<b><u>Ramada Springfield North</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
3281 Northfield Road Springfield, IL 62702 Nearest Airport: Springfield Courtesy Trans: Airport/Amtrak Fitness: Yes Website: <a href="http://www.ramada.com">www.ramada.com</a>	(217) 523-4000 (800) 2RAMADA (217) 523-4080 (FAX) Amtrak: Springfield - 5 Miles Breakfast: Continental Pool: Indoor Internet: Complimentary	Restaurant: Adjacent Meeting Cap.: 75/44 No. of Rooms: 97

<b><u>Red Roof Inn</u></b>		Rates: <b>Standard</b> <b>\$43.99</b>
3200 Singer Avenue Springfield, IL 62703 Nearest Airport: Springfield - 7 Miles Courtesy Trans: N/A Fitness: No Website: <a href="http://www.redroof.com">www.redroof.com</a>	(217) 753-4302 (800) REDROOF (217) 753-4391 (FAX) Amtrak: Springfield - 5 Miles Breakfast: None Pool: None Internet: Complimentary	Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 108

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

<b><u>Sleep Inn</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
3470 Freedom Drive Springfield, IL 62704 Nearest Airport: Springfield - 8 Miles Courtesy Trans: N/A Fitness: No Website: <a href="http://www.choicehotels.com/hotel/IL133">www.choicehotels.com/hotel/IL133</a>	(217) 787-6200 (800) SLEEPINN (217) 787-6200 (FAX) Amtrak: Springfield - 6 miles Breakfast: Full Pool: None Internet: Complimentary	Restaurant: Nearby Meeting Cap.: N/A No. of Rooms: 61

<b><u>The Lodge in Springfield</u></b>		Rates: <b>Standard</b> <b>\$43.00</b>
3751 South 6th Street Springfield, IL 62703 Nearest Airport: Springfield Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.thelodgeinspringfield.com">www.thelodgeinspringfield.com</a>	(217) 529-5511 (217) 529-1541 (FAX) Amtrak: Springfield - 5 Miles Breakfast: None Pool: Outdoor Internet: Complimentary	Restaurant: On Site Meeting Cap.: 80 No. of Rooms: 94

<b><u>The State House Inn</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
101 East Adams Springfield, IL 62701 Nearest Airport: Springfield - 7 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.thestatehouseinn.com">www.thestatehouseinn.com</a>	(217) 528-5100 (800) 424-6423 (217) 528-4358 (FAX) Amtrak: Springfield - .5 Miles Breakfast: Full Pool: None Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 300/200 No. of Rooms: 125

<b><u>Country Inn &amp; Suites Stockton</u></b>		<b>Rates: Standard \$60.00</b>
200 Dillon Avenue	(815) 957-6060	
Stockton, IL 61085	(800) 456-4000	
Nearest Airport: N/A	(815) 947-9898 (FAX)	Restaurant: Nearby
Courtesy Trans: N/A	Amtrak: N/A	Meeting Cap.: 40
Fitness: Yes	Breakfast: Full	No. of Rooms: 40
Website: <a href="http://www.countryinns.com">www.countryinns.com</a>	Pool: Indoor	
	Internet: Complimentary	

<b><u>Super 8 Motel of Waterloo</u></b>		<b>Rates: Standard \$60.00</b>
112 Warren Drive	(618) 939-2020	
Waterloo, IL 62298	(800) 800-8000	
Nearest Airport: St. Louis - 75 Miles	(618) 939-2029 (FAX)	Restaurant: Adjacent
Courtesy Trans: N/A	Amtrak: St. Louis - 40 Miles	Meeting Cap.: N/A
Fitness: Yes	Breakfast: Continental	No. of Rooms: 45
Website: <a href="http://www.super8.com">www.super8.com</a>	Pool: None	
	Internet: Complimentary	

<b><u>Best Western Designer Inn &amp; Suites</u></b>		<b>Rates: Standard \$60.00</b>
9923 US 20 West	(815) 777-2577	
West Galena, IL 61036	(800) WESTERN	
Nearest Airport: N/A	(815) 777-0584 (FAX)	Restaurant: Nearby
Courtesy Trans: N/A	Amtrak: N/A	Meeting Cap.: N/A
Fitness: Yes	Breakfast: Full	No. of Rooms: 41
Website: <a href="http://www.bestwesterndesignerinn.com">www.bestwesterndesignerinn.com</a>	Pool: Indoor/Outdoor	
	Internet: Complimentary	

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

## **LODGING EXCEPTIONS**

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

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

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

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

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

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

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

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

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

## TRANSPORTATION

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

### AIRLINES

#### Reservation/Booking Procedures

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

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

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

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

#### Airport Security

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

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

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

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

- U.S Dept. of Transportation – [www.dot.gov/airconsumer](http://www.dot.gov/airconsumer)
- U.S. Dept. of Transportation, Transportation Security Administration – [www.tsa.dot.gov](http://www.tsa.dot.gov)
- Federal Aviation Administration – [www.faa.gov](http://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.

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

### **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](http://www.united.com)

### **American Airlines**

- (800) 433-7300
- [www.aa.com](http://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, 2015.

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).

<b>Car Class</b>	<b>Daily Rates</b>	<b>Weekly Rates</b>
<b>Compact **</b>	<b>32.00</b>	160.00
<b>Intermediate **</b>	<b>33.00</b>	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 \$21.00 (either direction). The State of Illinois rate of \$21.00 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](http://www.amtrak.com). **However, the \$21.00 government fare for travel between Springfield and Chicago may not be purchased on the Internet site and is not available on Saturday and Sunday.**

## **TRAVEL VOUCHERS**

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

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

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

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

### **Code Purpose**

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

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