

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

July 1, 2009

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TRAVEL REGULATION COUNCIL

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

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

**PART 3000
THE TRAVEL REGULATION COUNCIL**

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Appendix A Reimbursement Schedule

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

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

TRAVEL REGULATION COUNCIL RULES TEXT OF ADOPTED RULES

SUBPART A: GENERAL

Section 3000.100 Authority

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

Section 3000.110 Philosophy

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

Section 3000.120 Policy

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

Section 3000.130 Scope and Interpretation

a) This Part shall apply to the following:

- 1) All full and part-time employees of the State regardless of funding source;
- 2) Public members, whether salaried or unsalaried of State boards, Commissions, and Authorities, advisory or otherwise;
- 3) Wards and charges of the State.

- b) The following are specifically exempt from this Part:
- 1) Elected constitutional officers and members of constitutional State Boards;
 - 2) Members of the General Assembly;
 - 3) Judges;
 - 4) The Auditor General;
 - 5) Independent Contractors.
- c) Questions regarding interpretation and application of this Part shall first be addressed to an individual's employing agency. The employing agency may refer the questions to the Travel Control Board holding jurisdiction over the agency. The Travel Regulation Council shall have final interpretation of this Part. The decision of the Council as to the proper interpretation of any such rule shall be final and binding. All covered agencies and employees shall comply with the Council's decision in the absence of a written opinion from the Attorney General or a decision of a court of competent jurisdiction.

Section 3000.140 Definitions

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

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

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

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

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

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

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

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

SUBPART B: TRAVEL CONTROL SYSTEM

Section 3000.200 Travel Control System

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

Section 3000.210 Designation of Headquarters

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

Section 3000.220 Expenses at Headquarters or Residence

- a) As a condition of employment, employees expect to incur commuting expenses between their residence and headquarters. These expenses are not reimbursable. Meals, lodging, and per diem are not reimbursable at headquarters or at residence. Expenses associated with State business in excess of commuting expenses are reimbursable at headquarters and/or residence. An employee whose travel does not include travel through headquarters shall be reimbursed for all mileage. An employee whose travel does include travel through headquarters shall be reimbursed for all mileage in excess of commuting mileage. All travel must be by the most direct route.

- b) "Travel through headquarters" is defined as:

Any travel to or through the corporate city limits of the employee's designated headquarters, regardless of whether the employee made a stop at the work site or changed vehicles or modes of transportation.

- c) Examples of reimbursable mileage expenses are as follows:

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

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

Section 3000.230 Preparation and Submission of Vouchers or Travel Expenses

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

SUBPART C: TRANSPORTATION

Section 3000.300 Modes of Transportation

- a) All travel shall be by the most economical mode of transportation available considering travel time, costs, and work requirements. Modes of transportation authorized for official travel include automobiles, railroads, airlines, buses, taxicabs and other usual means of conveyance.
- b) State vehicles may be used when most economical. When applicable, Vehicle Rules (44 Ill. Adm. Code 5040) issued by the Department of Central Management Services shall govern use of State-owned vehicles. Agency rules further defining use of vehicles may also apply. Specific instructions covering service and repairs of these vehicles are to be found in the glove compartment of each vehicle.
- c) Arrangements on airplanes, trains, or boats shall be the least costly reasonably available alternative.
- d) Chartered aircraft, boats, trains, buses, or other such conveyance, shall be used only as a last resort or if proven to be most economical for the circumstances. A full explanation for the use of such transportation must accompany the voucher.
- e) The rental of an automobile while on travel status is allowed, if circumstances require. The most economical vehicle available that is suitable for the State's business shall be obtained. The collision damage waiver and personal accident insurance on rented vehicles are not reimbursable.
- f) Privately owned vehicles may be used when authorized by appropriate agency personnel.
 - 1) Employees using private vehicles while on State business must have insurance coverage in an amount not less than that required by Section 10-101(b) of the Illinois Vehicle Code [625 ILCS 5/10-101(b)]. Prior to such authorization the Agency Head shall require employees to file a statement certifying that they are duly licensed and carry at least the minimum insurance coverage or shall require such certification to be noted on the travel voucher.
 - 2) Reimbursement for use of a private vehicle shall be on a mileage basis and shall be in accordance with the rate promulgated pursuant to 5 U.S.C. 5707(b)(2) and is shown in Appendix A, Reimbursement Schedule. However, in the event the rate set under federal regulations changes during the course of the State's fiscal year, the effective date of the new rate shall be the July 1 immediately following the change in the federal rate.
- g) Agency Heads may authorize the use of privately owned aircraft on State business.
 - 1) Employees using privately owned aircraft on State business shall be duly licensed by the appropriate licensing body for the particular aircraft to be flown, shall carry insurance in at least the amount of \$500,000 combined single limit, and shall certify this to the Agency Head. Such certification shall be available for review and shall be noted on the travel voucher.

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

Section 3000.310 Routing

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

SUBPART D: LODGING

Section 3000.400 Lodging Allowances

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

Section 3000.410 Least Costly Lodging

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

Section 3000.420 Conference Lodging

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

Section 3000.430 Employee Owned or Controlled Housing

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

SUBPART E: PER DIEM - MEALS

Section 3000.500 Per Diem Allowances

- a) The per diem allowances specified in Appendix A, Reimbursement Schedule are the maximums allowed by the Travel Control Boards. The Council shall review the rules annually to determine necessary adjustments.
- b) Per diem shall be paid for travel which includes overnight lodging or is 18 or more continuous hours. It is given in lieu of the meal allowance and is to cover the cost of meals and meal tips. Receipts need not be submitted to support this allowance.

- c) Per diem shall be based on the Quarter System for computing the allowance for days or fractions thereof. Each quarter shall be 6 hours commencing at midnight, 6:00 a.m., noon, and 6:00 p.m. The traveler shall be allowed one-fourth of the allowance for each period of 6 hours or fraction thereof.
- d) Meal allowance and per diem may not be mixed on the same trip or day.

Section 3000.510 Meal Allowances

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

SUBPART F: MISCELLANEOUS RULES

Section 3000.600 Reimbursable and Nonreimbursable Expenses

- a) The cost of business related special expenses, if reasonable, shall be reimbursable. Examples are:
 - 1) Hire of room, exhibit space, set up, and such for official business.
 - 2) Laundry and dry cleaning if on travel status for at least seven (7) consecutive days.
 - 3) Storage and handling of baggage.
 - 4) Taxis including reasonable tips.
 - 5) Telephone calls on official business including calls of 3 minutes or less to announce safe arrival or delay-change in plans.
 - 6) Telephone calls to secure lodging.
- b) Examples of nonreimbursable expenses are:
 - 1) Alcoholic beverages.
 - 2) Coat check.
 - 3) Entertainment.
 - 4) Late check-out and room guarantee charges.
 - 5) Meals for other State employees or officers.
 - 6) Parking tickets or other traffic tickets.
 - 7) Tips incurred beyond those specifically provided in this Part.
 - 8) Transportation to procure meals except as provided in Section 3000.610.

Section 3000.610 Expenses Related to Transportation

- a) Reimbursement for the cost of automobile parking fees and tolls shall be allowed. Parking fees at a terminal or other parking area while the traveler is away from headquarters is allowed.

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

Section 3000.620 Receipts Required

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

Section 3000.630 Meals for Other Persons

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

SUBPART G: EXCEPTIONS

Section 3000.700 Exceptions to the Rules

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

Section 3000.710 Board-Agency Rules

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

Section 3000.720 Nonrequired Travel

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

Section 3000. Appendix A Reimbursement Schedule

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

GOVERNOR'S TRAVEL CONTROL BOARD

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

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

**PART 2800
TRAVEL**

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2800.110	Application and Interpretation

SUBPART B: TRAVEL CONTROL SYSTEM

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2800.220	Travel Authority
2800.230	Government Charge Cards
2800.235	Expenses at Headquarters or Residence
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2800.250	Approval and Submission of Travel Vouchers
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SUBPART C: TRANSPORTATION EXPENSES

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2800.300	Incidental Expenses for Private and State Owned Automobiles

SUBPART D: LODGING

Section	
2800.400	Conference Lodging
2800.410	Employee Owned or Controlled Housing

SUBPART E: PER DIEM - MEALS

Section	
2800.500	Conference Meals

SUBPART F: MISCELLANEOUS RULES

Section	
2800.600	Lack of Receipts
2800.650	Headquarter Designation for Agency Heads

SUBPART G: EXCEPTIONS TO THE RULES

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

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

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

SUBPART A: GENERAL

Section 2800.100 Definitions

The following definitions shall apply to this Part:

"Board": The Governor's Travel Control Board

"Council": The Travel Regulation Council

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

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

Section 2800.110 Application and Interpretation

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

SUBPART B: TRAVEL CONTROL SYSTEM

Section 2800.200 Travel Control System

Each agency shall develop a system to ensure compliance with this Part, provide for prior authorization and control of travel sufficient to prevent obligation of funds exceeding appropriation and allotment limitations and to hold travel to the minimum required for the efficient and economical conduct of the State's business.

Agency documentation must be sufficiently detailed to support any decision or request made under this Part.

Section 2800.210 Travel Coordinator

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

Section 2800.220 Travel Authority

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

Section 2800.230 Government Charge Cards

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

Section 2800.235 Expenses at Headquarters or Residence

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

- 2) Residence/Lincoln -- Headquarters/Springfield. Employee drives from residence in Lincoln to Collinsville and back to residence. Reimbursement is for all mileage in excess of commuting mileage. The travel, by the most direct route, was through headquarters.
 - 3) Residence/Carbondale -- Headquarters/Marion. Employee drives from residence to headquarters. Later, employee drives from headquarters to Anna and back to residence. Reimbursement is for all mileage in excess of commuting mileage.
 - 4) Residence/Evanston -- Headquarters/JRTC, Chicago. Employee drives from residence to McCormick Place for an event. After the event, the employee drives to headquarters, then to residence. Reimbursement is for all mileage in excess of commuting mileage because the travel was through headquarters.
 - 5) Residence/Chicago -- Headquarters/JRTC, Chicago. Employee normally commutes to work by train. However, in order to attend a meeting at another location, the employee drives from residence to headquarters, then to the meeting location, then returns to headquarters and back to residence. Reimbursement is for all mileage in excess of commuting mileage. The fact that the employee normally rides the train to work has no effect on determining reimbursement.
- d) Agencies are responsible for monitoring claims under this Section.

Section 2800.240 Preparation and Submission of Travel Vouchers

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

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

Section 2800.250 Approval and Submission of Travel Vouchers

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

Section 2800.260 Items Directly Billed

- a) Agency Heads shall keep billing of travel expenses directly to the State to the least extent possible. The Government Charge Card system specified under Section 2800.230 should be implemented to achieve this.

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

Section 2800.270 Conference Registration Fees

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

SUBPART C: TRANSPORTATION EXPENSES

Section 2800.300 Incidental Expenses for Private and State Owned Automobiles

- a) Reimbursement for the cost of automobile parking fees and bridge, road and tunnel tolls shall be allowed. The fee for parking an automobile at a common carrier terminal, or other parking area, while the traveler is away from headquarters shall be allowed only to the extent that the fee, plus the allowable mileage reimbursement to and from the terminal or other parking area, does not exceed the estimated cost for use of a limousine or taxicab to and from the terminal.

- b) When the use of public transportation or common carrier is a reasonable alternative, the mileage payment shall not exceed the cost of its use. A reasonable alternative exists when the cost of travel, taking into account both transportation time and per diem expenses, would be less if public transportation or common carrier were used.

- c) Where the nature and the location of the work at a temporary duty station are such that suitable meals cannot be procured there, the expense of daily travel required to procure meals at the nearest available place shall be considered necessary transportation. A statement of the necessity for such daily travel shall accompany the travel voucher. Necessity may be shown by lack of refrigeration or cooking facilities, or lack of restaurants at the site, or need to accommodate special dietary needs.

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

SUBPART D: LODGING

Section 2800.400 Conference Lodging

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

Section 2800.410 Employee Owned or Controlled Housing

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

SUBPART E: PER DIEM - MEALS

Section 2800.500 Conference Meals

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

SUBPART F: MISCELLANEOUS RULES

Section 2800.600 Lack of Receipts

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

Section 2800.650 Headquarter Designation for Agency Heads

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

SUBPART G: EXCEPTIONS TO THE RULES

Section 2800.700 Special Exceptions - Requested in Advance

- a) Exceptions to the operation of specific provisions of this Part may be granted in advance by the Chairman of the Governor’s Travel Control Board when necessary to meet special or unavoidable circumstances and when in the best interest of the State. Exceptions are to be requested in writing by the Agency Head and submitted sufficiently in advance to allow meaningful consideration. These exceptions are granted to specific individuals or specified groups or individuals in a single agency.

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

Section 2800.710 Ex Post Facto Exceptions

- a) Exceptions to the operation of specific provisions of this Part may be granted after the fact by the Chairman of the Governor’s Travel Control Board when necessary to meet special or unavoidable circumstances and when in the best interests of the State. Exceptions are to be requested in writing by the Agency Head. The affected employee may request an exception if the Agency Head will not do so. The request must state in detail the nature of the request, the reasons for noncompliance, and why the request should be granted.

- b) In all cases of requests for approval for payment of hotel rates which exceed the maximum rate permitted, a diligent effort must have been made to obtain lodging in a hotel honoring the State rate. A reasonable number of hotels must be contacted. Contacting three or four additional hotels in an urban area is considered reasonable. This is not required in the case of an individual who attends a conference and stays at or near the hotel where the conference is held as provided for in Section 2800.400.

Section 2800.Appendix A**Reimbursement Schedule**

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

<u>Type of Reimbursement</u>	<u>Rate</u>
<u>Mileage</u>	
Auto	\$0.55/mile (effective July 1, 2009) (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)	\$149.00 *
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 \$149.00 or less for Fiscal Year 2010. Employees should always attempt to obtain a room at or below \$149.00 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.).

STATE OF ILLINOIS TRAVEL CHARGE CARD

The Governor's Travel Control Board has an agreement with Bank of America to provide charge card services for traveling State of Illinois employees. Employees who travel and/or use direct billing at least four times per year should apply for a State of Illinois Bank of America Travel Charge Card. The Bank of America Travel Charge Card is only to be used to charge business travel related expenses. Employees wishing to apply for a Bank of America Travel charge card should contact their agency travel coordinator.

Bank of America offers travelers:

- No annual fee
- No interest for 65 days and a flat 1% of the total balance per month after that time
- \$500,000 worldwide automatic travel accident insurance
- Dedicated customer service 24 hours a day
- Assured reservations
- Worldwide recognition and acceptance

Accounts are established for individual travelers in which the individual is responsible for payment. Agencies can request permission from the Governor's Travel Control Board to establish a Corporate Travel System Account (i.e. ghost or centrally billed account) to pay for air and rail charges. Payments for this type of account are the responsibility of the agency.

The Bank of America Travel Card Program is designed to help control travel expenditures, reduce costs, and to provide useful data that enhances the State's ability to negotiate travel discounts. The Governor's Travel Control Board strongly encourages the use of the Bank of America Travel card for all business travel expenses.

Bank of America Customer Service: (888) 449-2273

LODGING

Lodging Guidelines

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

- Hotels listed in the Fiscal Year 2010 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 on Page 78. 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 or the State of Illinois Bank of America Travel Charge Card as sufficient identification.
- Confirm that the "state" rate will be received. This should be done when making the reservation, when checking-in and when checking-out. Remember, the "state" rate may be different than the "government" rate. The "government" rate, in many cases, applies to federal government travel. Make certain the "state" rate quoted is within the maximum allowed by the rules contained in this document. If working with a preferred hotel, use this guide to verify the hotel is quoting the state's negotiated rate.
- Carefully review the bill upon check-out to ensure that the room charge reflects the appropriate rate and that no unauthorized charges have been added. For example, some hotels will automatically add a security charge or phone usage charge to your bill. If these services are not used, the charges should be removed before checking-out.
- If direct billing, be sure all personal or incidental charges are paid when checking-out (i.e., pay movies, personal phone calls, etc.).
- Be sure to obtain a copy of the hotel bill to attach to the travel voucher.

Preferred Hotel Listing

The Governor's Travel Control Board has negotiated discounted lodging rates with a total of 265 hotels. The Preferred Hotel Listing has been separated into four primary categories:

AREA	NUMBER OF HOTELS
Chicago Metro	
City of Chicago	34
Suburban Cook County, counties of DuPage, Kane, Lake, McHenry and Will	110
Chicago Area Airports	
Midway	5
O'Hare	11
Downstate Illinois	
City of Springfield	22
All other downstate IL areas	106
State Parks/Lodges	9

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, 2009 - June 30, 2010.

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 2010 Preferred Hotel Listing

Cook County	Tax Rate: 9%	Alsip
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<u>Baymont Inn Alsip</u>		(708) 597-3900	Rates: Standard \$75.00
12801 S. Cicero Avenue		(877) BAYMONT	Double \$75.00
Alsip, IL 60803		(708) 597-3979 (FAX)	
Nearest Airport:	Midway – 8 Miles	Amtrak: 7 Miles	Restaurant: Continental
Courtesy Trans:	Local Area	Breakfast: Continental	Meeting Cap: 30/20
Fitness:	Yes	Pool: None	Parking: Free
Website:	www.baymontinnalsip627.com	Direct Billing: No	No. of Rooms: 100

<u>Double Tree Hotel Chicago - Alsip</u>		(708) 371-7300	Rates: Standard \$119.00
5000 W. 127th Street		(800) 222-TREE	Double \$119.00
Alsip, IL 60803		(708) 371-9949 (FAX)	
Nearest Airport:	Midway – 9 Miles	Amtrak: 10 Miles	Restaurant: On-Site
Courtesy Trans:	Local Area	Breakfast: None	Meeting Cap: 800/400
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.chicagoalsip.doubletree.com	Direct Billing: Yes	No. of Rooms: 193

Cook County	Tax Rate: 11%	Arlington Heights
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<u>Doubletree Hotel</u>		(847) 364-7600	Rates: Standard \$109.00
75 West Algonquin		(800) 222-TREE	Double \$109.00
Arlington Heights, IL 60005		(847) 427-4298 (FAX)	
Nearest Airport:	O'Hare - 8 Miles	Amtrak: 2 Miles	Restaurant: On Site
Courtesy Trans:	Airport	Breakfast: None	Meeting Cap: 450/250
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.doubletreeah.com	Direct Billing: Yes	No. of Rooms: 241

<u>Jameson Suites</u>		(847) 956-1400	Rates: Standard \$74.99
2111 S. Arlington Heights Road		(800) JAMESON	Double \$74.99
Arlington Heights, IL 60005		(847) 818-9167 (FAX)	
Nearest Airport:	O'Hare - 12 Miles	Amtrak: N/A	Restaurant: On-Site
Courtesy Trans:	5 Mile Radius	Breakfast: Continental	Meeting Cap: 50
Fitness:	Yes	Pool: None	Parking: Free
Website:	www.jameson.com	Direct Billing: Yes	No. of Rooms: 114

<u>Red Roof Inn</u>		(847) 228-6650	Rates: Standard \$49.99
22 W. Algonquin Road		(800) RED-ROOF	Double \$54.99
Arlington Heights, IL 60005		(847) 228-6709 (FAX)	
Nearest Airport:	O'Hare - 9 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	None	Breakfast: None	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website:	www.redroof.com	Direct Billing: No	No. of Rooms: 108

DuPage County	Tax Rate: 12%	Aurora
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<u>Comfort Suites</u>		(630) 896-2800	Rates: Standard	\$80.00
111 North Broadway Street		(800) 228-5150	Double	\$80.00
Aurora, IL 60505		(630) 896-2887 (FAX)		
Nearest Airport:	Midway - 34 Miles	Amtrak: N/A	Restaurant:	Adjacent
Courtesy Trans:	N/A	Breakfast: Full	Meeting Cap:	60/30
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website:	www.comfortsuitesaurora.com	Direct Billing: Yes	No. of Rooms:	82

Will County	Tax Rate: 15%	Bolingbrook
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<u>Holiday Inn</u>		(630) 679-1600	Rates: Standard	\$80.00
205 Remington Boulevard		(800) HOLIDAY	Double	\$80.00
Bolingbrook, IL 60440		(630) 679-1616 (FAX)		
Nearest Airport:	Midway - 17 Miles	Amtrak: N/A	Restaurant:	On-Site
Courtesy Trans:	5 Mile Radius	Breakfast: Continental	Meeting Cap:	500/200
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website:	www.bolingbrookholidayinn.com	Direct Billing: Yes	No. of Rooms:	145

Cook County	Tax Rate: 11%	Bridgeview
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<u>Days Inn Bridgeview</u>		(708) 430-1818	Rates: Standard	\$59.00
9625 S. 76 th Avenue		(800) 329-7466	Double	\$69.00
Bridgeview, IL 60455		(708) 430-1894 (FAX)		
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	N/A
Fitness:	Yes	Pool: None	Parking:	Free
Website:	www.staymidway.com	Direct Billing: No	No. of Rooms:	110

Lake County	Tax Rate: 11%	Buffalo Grove
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<u>Extended Stay America</u>		(847) 215-0641	Rates: Standard	\$69.99
1525 Busch Parkway		(800) EXT-STAY	Double	\$79.99
Buffalo Grove, IL 60089		(847) 215-0642 (FAX)		
Nearest Airport:	O'Hare – 20 Miles	Amtrak: Glenview – 20 Miles	Restaurant:	Adjacent
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap:	N/A
Fitness:	None	Pool: None	Parking:	Free
Website:	www.extendedstayhotels.com	Direct Billing: Yes	No. of Rooms:	123

DuPage County	Tax Rate: 9%	Burr Ridge
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<u>Chicago Marriott Southwest</u>		(630) 986-4100	Rates: Standard	\$80.00
1200 Burr Ridge Parkway		(888) 236-2427	Double	\$80.00
Burr Ridge, IL 60527		(630) 986-4299 (FAX)		
Nearest Airport:	Midway - 13 Miles	Amtrak: N/A	Restaurant:	On-Site
Courtesy Trans:	Midway	Breakfast: None	Meeting Cap:	900/450
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website:	www.marriott.com	Direct Billing: No	No. of Rooms:	184

<u>Spring Hill Suites by Marriott</u>		(630) 323-7530	Rates: Standard \$79.00
15 W. 90 North Frontage Road		(800) MARRIOTT	Double \$89.00
Burr Ridge, IL 60521		(630) 323-7605 (FAX)	
Nearest Airport:	Midway - 10 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	3 Mile Radius	Breakfast: Continental	Meeting Cap: 50
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.marriott.com/CHIBU		Direct Billing: Yes	No. of Rooms: 128

<u>Extended Stay America Chi- Burr Ridge</u>		(630) 323-6630	Rates: Standard \$59.99
15 W. 122 South Frontage Road		(800) EXT-STAY	Double \$69.99
Burr Ridge, IL 60527		(630) 323-4337 (FAX)	
Nearest Airport:	Midway - 20 Miles	Amtrak: 10 Miles	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: N/A
Fitness:	None	Pool: None	Parking: Free
Website: www.extendedstayhotels.com		Direct Billing: Yes	No. of Rooms: 119

<u>Oaks Hotel & Conference Center</u>		(630) 325-2900	Rates: Standard \$80.00
300 South Frontage Road			Double \$80.00
Burr Ridge, IL 60527		(630) 325-8907 (FAX)	
Nearest Airport:	Midway - 12 Miles	Amtrak: 10 Miles	Restaurant: Nearby
Courtesy Trans:	7 Mile Radius	Breakfast: Buffet	Meeting Cap: 400/200
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.theoaksatburridge.com		Direct Billing: Yes	No. of Rooms: 122

Cook County	Tax Rate: 15.4%	Chicago
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<u>Affinia Chicago Hotel</u>		(312) 787-6000	Rates: Standard \$149.00
166 East Superior Street		(866) AFFINIA	Double \$149.00
Chicago, IL 60611		(312) 787-6133 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: 60/12
Fitness:	Yes	Pool: None	Parking: 40.00/Day
Website: www.affinia.com		Direct Billing: No	No. of Rooms: 215

<u>The Allerton Hotel</u>		(312) 440-1500	Rates: Standard \$149.00
701 North Michigan Avenue		(877) 701-8111	Double \$149.00
Chicago, IL 60611		(312) 440-1819 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: Full	Meeting Cap: 250/160
Fitness:	Yes	Pool: None	Parking: 51.00/Day
Website: www.theallertonhotel.com		Direct Billing: Yes	No. of Rooms: 443

<u>Ambassador East</u>		(312) 787-7200	Rates: Standard \$149.00
1301 North State Parkway			Double \$169.00
Chicago, IL 60610		(312) 787-4760 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	None	Breakfast: None	Meeting Cap: 120/55
Fitness:	Yes	Pool: None	Parking: 45.00/Day
Website: www.theambassadoreasthotel.com		Direct Billing: No	No. of Rooms: 285

<u>Avenue Hotel Chicago</u>		(312) 787-2900	Rates: Standard \$149.00
160 E. Huron		(800) AVE-5110	Double \$179.00
Chicago, IL 60611		(312) 787-6093 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: 200/120
Fitness:	Yes	Pool: Outdoor	Parking: 48.00/Day
Website:	www.theavenuehotel.com	Direct Billing: Yes	No. of Rooms: 350

<u>Best Western River North</u>		(312) 467-0800	Rates: Standard \$149.00
125 W. Ohio Avenue		(800) 727-0800	Double \$169.00
Chicago, IL 60610		(312) 467-1665 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: N/A
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.rivernorthhotel.com	Direct Billing: Yes	No. of Rooms: 150

<u>Chicago Comfort Inn & Suites Downtown</u>		(312) 894-0900	Rates: Standard \$149.00
15 E. Ohio Avenue		(888) 775-4111	Double \$159.00
Chicago, IL 60611		(312) 894-0999 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: Adjacent
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: 12
Fitness:	Yes	Pool: None	Parking: 25.00/Day
Website:	www.chicagocomfortinn.com	Direct Billing: No	No. of Rooms: 130

<u>Chicago South Loop Hotel</u>		(312) 225-7000	Rates: Standard \$129.00
11 West 26 th Street			Double \$129.00
Chicago, IL 60616		(312) 225-2396 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	5 Block Radius	Breakfast: Continental	Meeting Cap: 200/100
Fitness:	Yes	Pool: None	Parking: Free
Website:	www.chicagosouthloophotel.com	Direct Billing: No	No. of Rooms: 232

<u>Congress Plaza Hotel & Convention Center</u>		(312) 427-3800	Rates: Standard \$149.00
520 South Michigan Avenue		(800) 635-1666	Double \$149.00
Chicago, IL 60605		(312) 427-7264 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: 750/325
Fitness:	Yes	Pool: None	Parking: 38.00/Day
Website:	www.congressplaza hotel.com	Direct Billing: No	No. of Rooms: 874

<u>Courtyard by Marriott Magnificent Mile</u>		(312) 660-2411	Rates: Standard \$149.00
165 East Ontario		(888) 287-9400	Double \$149.00
Chicago, IL 60611		(312) 573-0573 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: 280/175
Fitness:	Yes	Pool: Indoor	Parking: 36.00/Day
Website:	www.courtyardchicago.com	Direct Billing: Yes	No. of Rooms: 306

<u>Crowne Plaza Chicago Metro</u>		(312) 829-5000	Rates: Standard \$149.00
733 West Madison Street		(800) 2CROWNE	Double \$149.00
Chicago, IL 60603		(312) 602-2199 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: 450/250
Fitness:	Yes	Pool: None	Parking: 35.00/Day
Website:	www.crowneplazametro.com	Direct Billing: Yes	No. of Rooms: 398

<u>Essex Inn</u>		(312) 939-2800	Rates: Standard \$149.00
800 South Michigan Avenue		(800) 621-6909	Double \$159.00
Chicago, IL 60605		(312) 939-1605 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	Local Area	Breakfast: None	Meeting Cap: 150/50
Fitness:	Yes	Pool: Indoor/Outdoor	Parking: 37.00/Day
Website:	www.essexinn.com	Direct Billing: Yes	No. of Rooms: 254

<u>Fairfield Inn and Suites by Marriott</u>		(312) 787-3777	Rates: Standard \$149.00
216 East Ontario Street		(800) 228-2800	Double \$149.00
Chicago, IL 60611		(312) 787-8714 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: Nearby
Courtesy Trans:	None	Breakfast: Continental	Meeting Cap: 12
Fitness:	Yes	Pool: None	Parking: 38.00/Day
Website:	www.fairfieldsuiteschicago.com	Direct Bill: Yes	No. of Rooms: 185

<u>Hampton Inn & Suites</u>		(312) 832-0330	Rates: Standard \$149.00
33 West Illinois		(800) HAMPTON	Double \$149.00
Chicago, IL 60601		(312) 345-1012 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: Buffet	Meeting Cap: 100/50
Fitness:	Yes	Pool: Indoor	Parking: 42.00/Day
Website:	www.hamptonsuiteschicago.com	Direct Billing: No	No. of Rooms: 230

<u>Hampton Inn Majestic</u>		(312) 332-5052	Rates: Standard \$149.00
22 West Monroe		(800) HAMPTON	Double \$149.00
Chicago, IL 60603		(312) 332-5051 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: Full	Meeting Cap: N/A
Fitness:	Yes	Pool: None	Parking: 42.00/Day
Website:	www.hamptonmajesticchicago.com	Direct Billing: No	No. of Rooms: 135

<u>Holiday Inn Chicago Mart Plaza</u>		(312) 836-5000	Rates: Standard \$149.00
350 N. Orleans Street		(800) HOLIDAY	Double \$149.00
Chicago, IL 60654		(312) 222-9508 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: 900/450
Fitness:	Yes	Pool: Indoor	Parking: 31.00/Day
Website:	www.martplaza.com	Direct Billing: Yes	No. of Rooms: 521

<u>Homewood Suites by Hilton</u>		(312) 644-2222	Rates: Standard \$149.00
40 E. Grand Avenue		(800) CALL-HOME	Double \$149.00
Chicago, IL 60611		(312) 644-7777 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: Adjacent
Courtesy Trans:	N/A	Breakfast: Full	Meeting Cap: 80/45
Fitness:	Yes	Pool: Indoor	Parking: 42.00/Day
Website: www.homewoodsuiteschicago.com		Direct Billing: No	No. of Rooms: 233

<u>Hotel Allegro</u>		(312) 236-0123	Rates: Standard \$149.00
171 West Randolph Street		(800) 643-1500	Double \$149.00
Chicago, IL 60601		(312) 236-0917 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: 400/150
Fitness:	Yes	Pool: None	Parking: 48.00/Day
Website: www.allegrochicago.com		Direct Billing: Yes	No. of Rooms: 483

<u>Hotel Sax</u>		(312) 245-0333	Rates: Standard \$149.00
333 N. Dearborn Street		(800) 235-6397	Double \$149.00
Chicago, IL 60610		(312) 923-2466 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: 100/50
Fitness:	Yes	Pool: None	Parking: 42.00/Day
Website: www.hotelsax.com		Direct Billing: No	No. of Rooms: 172

<u>Hyatt Regency</u>		(312) 565-1234	Rates: Standard \$149.00
151 East Wacker Drive		(800) 233-1234	Double \$149.00
Chicago, IL 60601		(312) 239-4414 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: 3,000/1,500
Fitness:	Yes	Pool: None	Parking: 48.00/Day
Website: www.chicagohyatt.com		Direct Billing: No	No. of Rooms: 2019

<u>Hyatt Regency McCormick Place</u>		(312) 567-1234	Rates: Standard \$149.00
2233 S. Martin Luther King Drive		(800) 233-1234	Double \$179.00
Chicago, IL 60616		(312) 528-4000 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	Local area	Breakfast: None	Meeting Cap: 4,968/3,000
Fitness:	Yes	Pool: Indoor	Parking: 38.00/Day
Website: www.mccormickplace.hyatt.com		Direct Billing: No	No. of Rooms: 800

<u>Inn of Chicago</u>		(312) 787-3100	Rates: Standard \$149.00
162 East Ohio		(800) 557-2378	Double \$149.00
Chicago, IL 60611		(312) 573-3136 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: 150/100
Fitness:	Yes	Pool: None	Parking: 41.00/Day
Website: www.innofchicago.com		Direct Billing: No	No. of Rooms: 357

<u>La Quinta Inn & Suites Downtown</u>		(312) 558-1020	Rates: Standard \$145.00
1 South Franklin		(800) 753-3757	Double \$145.00
Chicago, IL 60606		(312) 558-1014 (FAX)	
Nearest Airport:	Midway – 11 Miles	Amtrak: Union Station	Restaurant: Adjacent
Courtesy Trans:	N/A	Breakfast: Full	Meeting Cap: 100
Fitness:	Yes	Pool: Indoor	Parking: 36.00/Day
Website: www.LQ.com		Direct Billing: Yes	No. of Rooms: 241

<u>Millennium Knickerbocker</u>		(312) 751-8100	Rates: Standard \$145.00
163 East Walton		(800) 621-8140	Double \$199.00
Chicago, IL 60611		(312) 751-9205 (FAX)	
Nearest Airport:	Midway – 13 Miles	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: 600/250
Fitness:	Yes	Pool: None	Parking: 50.00/Day
Website: www.knickerbockerhotel.com		Direct Billing: Yes	No. of Rooms: 306

<u>Red Roof Inn</u>		(312) 787-3580	Rates: Standard \$129.00
162 E. Ontario Street		(800) RED-ROOF	Double \$129.00
Chicago, IL 60611		(312) 787-1299 (FAX)	
Nearest Airport:	O'Hare - 15 Miles	Amtrak: Union Station	Restaurant: Nearby
Courtesy Trans:	None	Breakfast: None	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website: www.redroof.com		Direct Billing: No	No. of Rooms: 195

<u>Residence Inn & Springhill Suites Chicago</u>		(312) 573-0800	Rates: Standard \$149.00
410 North Dearborn		(888) 287-9400	Double \$149.00
Chicago, IL 60654		(312) 660-2432 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: 15
Fitness:	Yes	Pool: Indoor	Parking: 44.00/Day
Website: www.chicagorivernorthhotel.com		Direct Billing: Yes	No. of Rooms: 306

<u>Sheraton Chicago Hotel & Towers</u>		(312) 464-1000	Rates: Standard \$149.00
301 East North Water Street		(800) 325-3535	Double \$179.00
Chicago, IL 60611		(312) 464-9140 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: 4,600
Fitness:	Yes	Pool: Indoor	Parking: 48.00/Day
Website: www.sheratonchicago.com		Direct Billing: No	No. of Rooms: 1209

<u>Swissotel</u>		(312) 565-0565	Rates: Standard \$149.00
323 East Wacker Drive		(888)-73-SWISS	Double \$149.00
Chicago, IL 60601		(312) 565-0540 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: 500/375
Fitness:	Yes	Pool: Indoor	Parking: 52.00/Day
Website: www.swissotel.com		Direct Billing: No	No. of Rooms: 661

<u>Tremont Hotel Chicago</u>		(312) 751-1900	Rates: Standard \$149.00
100 East Chestnut		(888) 627-8281	Double \$149.00
Chicago, IL 60611		(312) 943-5480 (FAX)	
Nearest Airport:	Midway- 13 Miles	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: 125
Fitness:	No	Pool: None	Parking: 49.00/Day
Website: www.tremontchicago.com		Direct Billing: No	No. of Rooms: 123

<u>W Chicago City Center</u>		(312) 917-5626	Rates: Standard \$149.00
172 West Adams Street		(877) WHOTELS	Double \$149.00
Chicago, IL 60603		(312) 332-5909 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: 100
Fitness:	Yes	Pool: None	Parking: 44.00/Day
Website: www.whotels.com		Direct Billing: No	No. of Rooms: 377

<u>W Chicago Lakeshore</u>		(312) 943-9200	Rates: Standard \$149.00
644 North Lakeshore Drive		(877) WHOTELS	Double \$149.00
Chicago, IL 60611		(312) 943-8077 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	20 Mile Radius	Breakfast: None	Meeting Cap: 220
Fitness:	Yes	Pool: Indoor	Parking: 43.00/Day
Website: www.whotels.com		Direct Billing: No	No. of Rooms: 525

<u>Westin Michigan Avenue</u>		(312) 973-7200	Rates: Standard \$149.00
909 North Michigan Avenue		(800) WESTIN1	Double \$174.00
Chicago, IL 60611		(312) 943-9347 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: 1,500/750
Fitness:	Yes	Pool: None	Parking: 49.00/Day
Website: www.westin.com/michiganave		Direct Billing: No	No. of Rooms: 752

<u>Westin Chicago River North</u>		(312) 744-1900	Rates: Standard \$149.00
320 North Dearborn Avenue		(800) WESTIN1	Double \$179.00
Chicago, IL 60610		(312) 527-2550 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: 700
Fitness:	Yes	Pool: None	Parking: 42.00/Day
Website: www.westinchicago.com		Direct Billing: No	No. of Rooms: 424

<u>The WIT Hotel</u>		(312) 467-0200	Rates: Standard \$149.00
201 North State Street		(866) 318-1514	Double \$169.00
Chicago, IL 60601		(312) 467-0202 (FAX)	
Nearest Airport:	Midway- 11 Miles	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: N/A
Fitness:	Yes	Pool: None	Parking: 48.00/Day
Website: www.thewithotel.com		Direct Billing: Yes	No. of Rooms: 278

<u>Wyndham Chicago</u>		(312) 573-0300	Rates: Standard \$149.00
633 St. Clair Street		(800) WYNDHAM	Double \$169.00
Chicago, IL 60611		(312) 274-0164 (FAX)	
Nearest Airport:	Midway	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: 480/220
Fitness:	Yes	Pool: Indoor	Parking: 49.00/Day
Website: www.wyndham.com		Direct Billing: No	No. of Rooms: 417

Lake County	Tax Rate: 11%	Darien
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<u>Extended Stay America Chicago Darien</u>		(630) 985-4708	Rates: Standard \$54.99
2345 Sokol Court		(800) EXTSTAY	Double \$64.99
Darien, IL 60561			
Nearest Airport:	O'Hare	Amtrak: N/A	Restaurant: On-Site
Courtesy Trans:	Local	Breakfast: None	Meeting Cap: N/A
Fitness:	No	Pool: No	Parking: Free
Website: www.extendedstayhotels.com		Direct Billing: Yes	No. of Rooms: 104

Lake County	Tax Rate: 12%	Deerfield
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<u>Hyatt Deerfield</u>		(847) 945-3400	Rates: Standard \$80.00
1750 Lake Cook Road		(800) 233-1234	Double \$80.00
Deerfield, IL 60015		(847) 945-3462 (FAX)	
Nearest Airport:	O'Hare – 14 Miles	Amtrak: N/A	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: 250
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.hyatt.com		Direct Billing: No	No. of Rooms: 301

<u>Red Roof Inn</u>		(847) 205-1755	Rates: Standard \$49.99
340 S. Waukegan Road		(800) RED-ROOF	Double \$54.99
Deerfield, IL 60015		(847) 205-1891 (FAX)	
Nearest Airport:	O'Hare - 13 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	None	Breakfast: None	Meeting Cap: 20
Fitness:	No	Pool: None	Parking: Free
Website: www.redroof.com		Direct Billing: No	No. of Rooms: 117

DuPage County	Tax Rate: 10.5%	Downers Grove
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<u>Extended Stay America</u>		(630) 810-4124	Rates: Standard \$54.99
3150 Finley Road		(800) 398-7829	Double \$64.99
Downers Grove, IL 60515		(630) 810-9285 (FAX)	
Nearest Airport:	O'Hare – 15 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: N/A
Fitness:	N/A	Pool: None	Parking: Free
Website: www.extendedstayhotels.com		Direct Billing: Yes	No. of Rooms: 154

<u>Red Roof Inn</u>		(630) 963-4205	Rates: Standard	\$49.99
1113 Butterfield Road		(800) RED-ROOF	Double	\$54.99
Downers Grove, IL 60515		(630) 963-4425 (FAX)		
Nearest Airport:	O'Hare - 18 Miles	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans:	None	Breakfast: None	Meeting Cap:	N/A
Fitness:	No	Pool: None	Parking:	Free
Website:	www.redroof.com	Direct Billing: No	No. of Rooms:	108

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

<u>Holiday Inn Hotel & Suites Chicago NW</u>		(847) 488-9000	Rates: Standard	\$80.00
495 Airport Road		(800) HOLIDAY	Double	\$80.00
Elgin, IL 60123		(847) 488-9800 (FAX)		
Nearest Airport:	O'Hare – 20 Miles	Amtrak: N/A	Restaurant:	On site
Courtesy Trans:	Local	Breakfast: None	Meeting Cap:	450/200
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website:	www.holiday-inn.com/cpelginil	Direct Billing: Yes	No. of Rooms:	243

<u>Quality Inn</u>		(847) 931-4800	Rates: Standard	\$65.00
500 Toll Gate Road		(800) CHOICE	Double	\$65.00
Elgin, IL 60123		(847) 931-4894 (FAX)		
Nearest Airport:	O'Hare - 26 Miles	Amtrak: Elgin - 3 Miles	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	10
Fitness:	Yes	Pool: None	Parking:	Free
Website:	www.elgin-quality-inn.com	Direct Billing: Yes	No. of Rooms:	78

Cook County	Tax Rate: 12%	Elk Grove Village
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<u>Baymont O'Hare</u>		(847) 803-9400	Rates: Standard	\$54.00
1900 E. Oakton Street		(800) 329-7466	Double	\$64.00
Elk Grove Village, IL 60007		(847) 803-9771 (FAX)		
Nearest Airport:	O'Hare - 5 Miles	Amtrak: Union Station	Restaurant:	Nearby
Courtesy Trans:	Airport	Breakfast: None	Meeting Cap:	N/A
Fitness:	Yes	Pool: None	Parking:	Free
Website:	www.stayohare.com	Direct Billing: Yes	No. of Rooms:	115

<u>Comfort Inn Chicago International</u>		(847) 364-6200	Rates: Standard	\$69.95
2550 Landmeir Road			Double	\$69.95
Elk Grove Village, IL 60007		(847) 364-0957 (FAX)		
Nearest Airport:	O'Hare -3 Miles	Amtrak: Union Station	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Full	Meeting Cap:	75
Fitness:	Yes	Pool: None	Parking:	Free
Website:	www.choicehotels.com/hotels/il108	Direct Billing: Yes	No. of Rooms:	102

<u>Days Inn Schaumburg/ Elk Grove</u>		(847) 895-2085	Rates: Standard	\$54.00
1000 W. Devon Avenue		(800) 329-7466	Double	\$59.00
Elk Grove Village, IL 60007		(847) 895-2471 (FAX)		
Nearest Airport:	O'Hare - 7 Miles	Amtrak: Union Station	Restaurant:	Nearby
Courtesy Trans:	Airport	Breakfast: Continental	Meeting Cap:	12
Fitness:	Yes	Pool: None	Parking:	Free
Website:	www.stayschaumburg.com	Direct Billing: Yes	No. of Rooms:	110

<u>Holiday Inn</u>		(847) 437-6010	Rates: Standard	\$99.00
1000 Busse Road		(800) HOLIDAY	Double	\$99.00
Elk Grove Village, IL 60007		(847) 806-9369 (FAX)		
Nearest Airport:	O'Hare - 6 Miles	Amtrak: Union Station	Restaurant:	On-Site
Courtesy Trans:	6 Mile Radius	Breakfast: None	Meeting Cap:	650
Fitness:	Yes	Pool: None	Parking:	Free
Website:	www.olidayinn.com	Direct Billing: Yes	No. of Rooms:	159

<u>Super 8 Motel</u>		(847) 827-3133	Rates: Standard	\$59.99
2951 Touhy Avenue		(800) 800-8000	Double	\$59.99
Elk Grove Village, IL 60007		(847) 827-3246 (FAX)		
Nearest Airport:	O'Hare - 4 Miles	Amtrak: Union Station	Restaurant:	Nearby
Courtesy Trans:	Airport	Breakfast: Continental	Meeting Cap:	50/100
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website:	www.super8ohare.com	Direct Billing: Yes	No. of Rooms:	95

DuPage County	Tax Rate: 10%	Elmhurst
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<u>Extended Stay America</u>		(630) 530-4353	Rates: Standard	\$59.99
550 W. Grand Avenue		(800) EXT-STAY	Double	\$69.99
Elmhurst, IL 60127		(630) 530-4345 (FAX)		
Nearest Airport:	O'Hare - 9 Miles	Amtrak: Glenview – 4 Miles	Restaurant:	Adjacent
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap:	N/A
Fitness:	N/A	Pool: None	Parking:	Free
Website:	www.extendedstayhotels.com	Direct Billing: Yes	No. of Rooms:	117

Cook County	Tax Rate: 13.5%	Evanston
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<u>Best Western University Plaza</u>		(847) 491-6400	Rates: Standard \$119.00
1501 Sherman Avenue		(800) EVANSTON	Double \$129.00
Evanston, IL 60201		(847) 328-3090 (FAX)	
Nearest Airport:	O'Hare - 15 Miles	Amtrak: N/A	Restaurant: On-Site
Courtesy Trans:	5 Mile Radius	Breakfast: None	Meeting Cap: 255
Fitness:	Yes	Pool: Outdoor	Parking: 14.00/Day
Website:	www.bestwestern.com/universityplaza	Direct Billing: Yes	No. of Rooms: 159

Kane County	Tax Rate: 11%	Geneva
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<u>Comfort Inn & Suites - Geneva</u>		(630) 208-8811	Rates: Standard \$75.00
1555 East Fabyan Parkway		(800) 424-6423	Double \$75.00
Geneva, IL 60134		(630) 208-7844 (FAX)	
Nearest Airport:	O'Hare - 30 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: 60/32
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.comfortinngeneva.com	Direct Billing: No	No. of Rooms: 90

Cook County	Tax Rate: 12%	Glenview
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<u>Baymont Inn & Suites Glenview</u>		(847) 635-8300	Rates: Standard \$65.00
1625 Milwaukee Avenue		(800) 229-6668	Double \$65.00
Glenview, IL 60025		(847) 635-8300 (FAX)	
Nearest Airport:	O'Hare - 8 Miles	Amtrak: 4 Miles	Restaurant: Adjacent
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: 10
Fitness:	Yes	Pool: None	Parking: Free
Website:	www.baymontchicago.com	Direct Billing: Yes	No. of Rooms: 140

<u>Courtyard Glenview</u>		(847) 803-2500	Rates: Standard \$89.00
1801 Milwaukee Avenue		(800) 321-2211	Double \$89.00
Glenview, IL 60025		(847) 803-2520 (FAX)	
Nearest Airport:	O'Hare - 10 Miles	Amtrak: 5 Miles	Restaurant: Adjacent
Courtesy Trans:	Local Area	Breakfast: None	Meeting Cap: 40/25
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.marriott.com	Direct Billing: Yes	No. of Rooms: 149

<u>Wyndham Glenview Suites</u>		(847) 803-9800	Rates: Standard \$119.00
1400 Milwaukee Avenue		(800) WYNDHAM	Double \$119.00
Glenview, IL 60025		(847) 803-0380 (FAX)	
Nearest Airport:	O'Hare - 7 Miles	Amtrak: Glenview	Restaurant: On-Site
Courtesy Trans:	Local Area	Breakfast: None	Meeting Cap: 500/240
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.wyndhamglenviewsuites.com	Direct Billing: Yes	No. of Rooms: 253

DuPage County	Tax Rate: 11%	Glen Ellyn
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<u>Crowne Plaza Glen Ellyn Lombard</u>		(630) 629-6000	Rates: Standard	\$80.00
1250 Roosevelt Road		(630) 613-1245	Double	\$80.00
Glen Ellyn, IL 60137		(630) 629-0025 (FAX)		
Nearest Airport:	O'Hare - 21 Miles	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans:	7 Mile Area	Breakfast: None	Meeting Cap:	3800
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website:	www.cpglenellyn.com	Direct Billing: No	No. of Rooms:	119

Lake County	Tax Rate: 11%	Gurnee
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<u>Comfort Inn Gurnee</u>		(847) 855-8866	Rates: Standard	\$55.00
6080 Gurnee Mills Circle East		(800) 424-6423	Double	\$55.00
Gurnee, IL 60031		(847) 855-8866 (FAX)		
Nearest Airport:	O'Hare - 35 Miles	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	10
Fitness:	No	Pool: Indoor	Parking:	Free
Website:	www.tharaldson.com	Direct Billing: Yes	No. of Rooms:	63

<u>Extended Stay America</u>		(847) 662-3060	Rates: Standard	\$59.95
5724 Northridge Drive		(800) 398-7829	Double	\$69.95
Gurnee, IL 60031		(847) 662-3317 (FAX)		
Nearest Airport:	O'Hare - 23 Miles	Amtrak: Glenview	Restaurant:	Adjacent
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap:	N/A
Fitness:	No	Pool: None	Parking:	Free
Website:	www.extendedstayhotels.com	Direct Billing: Yes	No. of Rooms:	101

DuPage County	Tax Rate: 9%	Hanover Park
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<u>Extended Stay America – Hanover Park</u>		(630) 893-4823	Rates: Standard	\$59.99
1075 Lake Street		(800) EXT-STAY	Double	\$69.99
Hanover Park, IL 60133		(630) 893-4824 (FAX)		
Nearest Airport:	O'Hare – 25 Miles	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap:	N/A
Fitness:	No	Pool: None	Parking:	Free
Website:	www.extendedstayhotels.com	Direct Billing: Yes	No. of Rooms:	104

Cook County	Tax Rate: 11%	Hillside
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<u>Best Western Chicago-Hillside</u>		(708) 544-9300	Rates: Standard	\$89.00
4400 Frontage Road		(800) WESTERN	Double	\$89.00
Hillside, IL 60162		(708) 544-9310 (FAX)		
Nearest Airport:	O'Hare – 8 Miles	Amtrak: Union Station	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap:	800
Fitness:	Yes	Pool: Outdoor	Parking:	Free
Website:	www.chicagohillsidehotel.com	Direct Billing: Yes	No. of Rooms:	238

<u>Extended Stay America Chicago - Hillside</u>		(708) 544-4409	Rates: Standard	\$59.99
4575 Frontage Road		(800) 398-7829	Double	\$69.99
Hillside, IL 60162		(708) 544-4611 (FAX)		
Nearest Airport:	O'Hare – 25 Miles	Amtrak: Union Station	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap:	N/A
Fitness:	No	Pool: None	Parking:	Free
Website:	www.extendedstayhotels.com	Direct Billing: Yes	No. of Rooms:	122

Cook County	Tax Rate: 11%	Hoffman Estates
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<u>Candlewood Suites</u>		(847) 490-1686	Rates: Standard	\$80.98
2875 Greenspoint Parkway			Double	\$80.98
Hoffman Estates, IL 60169		(847) 490-1696 (FAX)		
Nearest Airport:	O'Hare - 17 Miles	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap:	20
Fitness:	Yes	Pool: None	Parking:	Free
Website:	www.candlewoodsuites.com/chicago-hoffman	Direct Billing: Yes	No. of Rooms:	130

<u>Red Roof Inn</u>		(847) 885-7877	Rates: Standard	\$49.99
2500 Hassell Road		(800) RED-ROOF	Double	\$54.99
Hoffman Estates, IL 60169		(847) 885-8616 (FAX)		
Nearest Airport:	O'Hare - 13 Miles	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans:	None	Breakfast: None	Meeting Cap:	N/A
Fitness:	No	Pool: None	Parking:	Free
Website:	www.redroof.com	Direct Billing: No	No. of Rooms:	119

Will County	Tax Rate: 13%	Joliet
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<u>Fairfield Inn North</u>		(815) 436-6577	Rates: Standard	\$80.00
3239 Norman Avenue		(800) 228-2800	Double	\$80.00
Joliet, IL 60435		(815) 436-6577 (FAX)		
Nearest Airport:	Midway - 30 Miles	Amtrak: Joliet - 5 Miles	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	N/A
Fitness:	No	Pool: Indoor	Parking:	Free
Website:	www.tharaldson.com	Direct Billing: Yes	No. of Rooms:	64

<u>Hampton Inn Joliet/I-55</u>		(815) 439-9500	Rates: Standard	\$80.00
3555 Mall Loop Drive		(800) HAMPTON	Double	\$80.00
Joliet, IL 60431		(815) 439-9550 (FAX)		
Nearest Airport:	Midway - 30 Miles	Amtrak: Joliet - 5 Miles	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Buffet	Meeting Cap:	N/A
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website:	www.joliet55.hamptoninn.com	Direct Billing: Yes	No. of Rooms:	105

<u>Hampton Inn Joliet/I-80</u>		(815) 725-2424	Rates: Standard \$80.00
1521 Riverboat Center Drive		(800) HAMPTON	Double \$80.00
Joliet, IL 60436		(815) 725-3110 (FAX)	
Nearest Airport:	Midway - 30 Miles	Amtrak: Joliet - 5 Miles	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: Buffet	Meeting Cap: N/A
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.I80.hamptoninn.com		Direct Billing: Yes	No. of Rooms: 88

<u>Red Roof Inn</u>		(815) 741-2304	Rates: Standard \$49.99
1750 McDonough Street		(800) RED-ROOF	Double \$54.99
Joliet, IL 60436		(815) 741-2330 (FAX)	
Nearest Airport:	Midway – 40 Miles	Amtrak: Joliet – 3 Miles	Restaurant: Nearby
Courtesy Trans:	None	Breakfast: None	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website: www.redroof.com		Direct Billing: No	No. of Rooms: 108

Cook County	Tax Rate: 10%	Lansing
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<u>Extended Stay America Chicago Lansing</u>		(708) 895-6402	Rates: Standard \$69.99
2520 173 rd Street		(800) EXT-STAY	Double \$79.99
Lansing, IL 60438		(708) 895-9259 (FAX)	
Nearest Airport:	Midway – 23 Miles	Amtrak: 5 Miles	Restaurant: Adjacent
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website: www.extendedstayhotels.com		Direct Billing: Yes	No. of Rooms: 122

<u>Red Roof Inn</u>		(708) 895-9570	Rates: Standard \$49.99
2450 East 173 rd Street		(800) RED-ROOF	Double \$54.99
Lansing, IL 60438		(708) 895-7686 (FAX)	
Nearest Airport:	Midway – 30 Miles	Amtrak: 5 Miles	Restaurant: Nearby
Courtesy Trans:	None	Breakfast: None	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website: www.redroof.com		Direct Billing: No	No. of Rooms: 108

DuPage County	Tax Rate: 11%	Lisle
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<u>Extended Stay Lisle</u>		(630) 434-7710	Rates: Standard \$59.99
445 Warrenville Road		(800) EXT-STAY	Double \$69.99
Lisle, IL 60532		(630) 434-7756 (FAX)	
Nearest Airport:	O'Hare - 30 Miles	Amtrak: Naperville	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website: www.extendedstayhotels.com		Direct Billing: Yes	No. of Rooms: 98

<u>Hilton Lisle/Naperville</u>		(630) 505-0900	Rates: Standard \$80.00
3003 Corporate West Drive		(800) HILTONS	Double \$100.00
Lisle, IL 60532		(630) 245-7647 (FAX)	
Nearest Airport:	O'Hare - 23 Miles	Amtrak: Naperville	Restaurant: On-Site
Courtesy Trans:	3 Mile Radius	Breakfast: None	Meeting Cap: 700/475
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.lislenaperville.hilton.com	Direct Billing: Yes	No. of Rooms: 309

<u>Marriott Hickory Ridge Conference Hotel</u>		(630) 971-5000	Rates: Standard \$80.00
1195 Summerhill Road		(800) 334-0344	Double \$80.00
Lisle, IL 60532		(630) 971-6956 (FAX)	
Nearest Airport:	O'Hare - 23 Miles	Amtrak: Naperville	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: Full	Meeting Cap: 350
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.marriott.com/chihr	Direct Billing: Yes	No. of Rooms: 383

DuPage County	Tax Rate: 11%	Lombard
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<u>Comfort Suites Lombard</u>		(630) 268-1300	Rates: Standard \$79.00
530 West North Avenue		(800) 228-5150	Double \$79.00
Lombard, IL 60148		(630) 268-1400 (FAX)	
Nearest Airport:	O'Hare - 17 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: Full	Meeting Cap: 50
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.comfortsuites.com	Direct Billing: Yes	No. of Rooms: 66

<u>Embassy Suites</u>		(630) 969-7500	Rates: Standard \$80.00
707 E. Butterfield Road		(800) EMBASSY	Double \$80.00
Lombard, IL 60148		(630) 969-8776 (FAX)	
Nearest Airport:	O'Hare - 20 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: 150/119
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.chicagolombard.emsuites.com	Direct Billing: Yes	No. of Rooms: 262

<u>Extended Stay Deluxe</u>		(630) 424-1000	Rates: Standard \$69.99
260 E. 22nd St.		(800) EXT-STAY	Double \$79.99
Lombard, IL 60148		(630) 424-1880 (FAX)	
Nearest Airport:	O'Hare - 20 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: N/A
Fitness:	Yes	Pool: None	Parking: Free
Website:	www.extendedstayhotels.com	Direct Billing: Yes	No. of Rooms: 98

<u>Hampton Inn</u>		(630) 916-9000	Rates: Standard \$78.00
222 East 22nd Street		(800) HAMPTON	Double \$78.00
Lombard, IL 60148		(630) 916-8016 (FAX)	
Nearest Airport:	O'Hare - 17 Miles	Amtrak: Chicago	Restaurant: Adjacent
Courtesy Trans:	5 Mile Radius	Breakfast: Continental	Meeting Cap: 30/25
Fitness:	Yes	Pool: None	Parking: Free
Website:	www.hamptoninn.com/hi/chi-lombard	Direct Billing: No	No. of Rooms: 128

<u>Homestead Studio Suites</u>		(630) 428-0202	Rates: Standard	\$59.99
2701 Technology Drive		(800) EXT-STAY	Double	\$69.99
Lombard, IL 60148		(630) 928-0505 (FAX)		
Nearest Airport:	O'Hare - 18 Miles	Amtrak: Union Station	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap:	N/A
Fitness:	No	Pool: None	Parking:	Free
Website:	www.extendedstayhotels.com	Direct Billing: Yes	No. of Rooms:	136

<u>Residence Inn</u>		(630) 629-7800	Rates: Standard	\$80.00
2001 South Highland Avenue		(800) 331-3131	Double	\$80.00
Lombard, IL 60148		(630) 629-6287 (FAX)		
Nearest Airport:	O'Hare - 20 Miles	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans:	Local	Breakfast: Buffet	Meeting Cap:	N/A
Fitness:	Yes	Pool: Outdoor	Parking:	Free
Website:	www.residenceinnlombard.com	Direct Billing: No	No. of Rooms:	144

Cook County	Tax Rate: 11%	Matteson
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<u>Holiday Inn – Chicago - Matteson</u>		(708) 747-3500	Rates: Standard	\$95.00
500 Holiday Plaza Drive		(800) HOLIDAY	Double	\$95.00
Matteson, IL 60443		(708) 747-8495 (FAX)		
Nearest Airport:	Midway - 16 Miles	Amtrak: N/A	Restaurant:	On-Site
Courtesy Trans:	Local Area	Breakfast: None	Meeting Cap:	1,000/500
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website:	www.holiday-inn.com/mattesonil	Direct Billing: Yes	No. of Rooms:	203

Lake County	Tax Rate: 11%	Mundelein
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<u>Crowne Plaza Chicago North Shore</u>		(847) 949-5100	Rates: Standard	\$79.00
510 East Route 83		(877) CROWNE	Double	\$79.00
Mundelein, IL 60060		(847) 949-0117 (FAX)		
Nearest Airport:	O'Hare – 25 Miles	Amtrak: N/A	Restaurant:	On-Site
Courtesy Trans:	Local Area	Breakfast: Full	Meeting Cap:	425
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website:	www.hotelchicagonorthshore.com	Direct Billing: No	No. of Rooms:	183

DuPage County	Tax Rate: 10.4%	Naperville
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<u>Baymont Naperville</u>		(630) 357-0022	Rates: Standard	\$69.00
1585 Naperville/Wheaton Road		(800) 329-7466	Double	\$74.00
Naperville, IL 60563		(630) 357-9817 (FAX)		
Nearest Airport:	Midway - 27 Miles	Amtrak: N/A	Restaurant:	Adjacent
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap:	12
Fitness:	Yes	Pool: None	Parking:	Free
Website:	www.staynaperville.com	Direct Billing: Yes	No. of Rooms:	114

<u>Best Western Naperville Inn</u>		(630) 505-0200	Rates: Standard \$67.99
1617 Naperville Road		(800) WESTERN	Double \$67.99
Naperville, IL 60563		(630) 505-4291 (FAX)	
Nearest Airport:	O'Hare - 20 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: N/A
Fitness:	Yes	Pool: None	Parking: Free
Website: www.napervilleinn.com		Direct Billing: Yes	No. of Rooms: 104

<u>Country Inn & Suites Naperville</u>		(630) 505-3353	Rates: Standard \$80.00
1837 Centre Point Circle		(800) 456-4000	Double \$80.00
Naperville, IL 60563		(630) 505-0176 (FAX)	
Nearest Airport:	O'Hare - 25 Miles	Amtrak: N/A	Restaurant: Adjacent
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website: www.countryinns.com		Direct Billing: Yes	No. of Rooms: 143

<u>Extended Stay America</u>		(630) 983-0000	Rates: Standard \$59.99
1575 Bond Street		(800) EXT-STAY	Double \$69.99
Naperville, IL 60563		(630) 983-8088 (FAX)	
Nearest Airport:	O'Hare - 35 Miles	Amtrak: N/A	Restaurant: Adjacent
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website: www.extendedstayhotels.com		Direct Billing: Yes	No. of Rooms: 125

<u>Homestead Studio Suites</u>		(630) 577-0200	Rates: Standard \$59.99
1827 Centre Point Circle		(800) EXT-STAY	Double \$69.99
Naperville, IL 60563		(630) 577-0260 (FAX)	
Nearest Airport:	O'Hare - 22 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website: www.homesteadhotels.com		Direct Billing: Yes	No. of Rooms: 137

<u>Red Roof Inn</u>		(630) 369-2500	Rates: Standard \$49.99
1698 W. Diehl Road		(800) RED-ROOF	Double \$54.99
Naperville, IL 60563		(630) 369-9987 (FAX)	
Nearest Airport:	O'Hare - 30 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	None	Breakfast: None	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website: www.redroof.com		Direct Billing: No	No. of Rooms: 119

<u>Sleep Inn</u>		(630) 778-5900	Rates: Standard \$77.43
1831 West Diehl Road			Double \$77.43
Naperville, IL 60563		(630) 778-1441 (FAX)	
Nearest Airport:	O'Hare - 30 Miles	Amtrak: N/A	Restaurant: Adjacent
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website: www.choicehotels.com/hotelsil443		Direct Billing: Yes	No. of Rooms: 69

<u>Towne Place Suites</u>		(630) 548-0881	Rates: Standard \$80.00
1843 West Diehl Road		(800) 527-1133	Double \$80.00
Naperville, IL 60563		(630) 548-0882(FAX)	
Nearest Airport:	O'Hare – 35 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: Full	Meeting Cap: 20
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.tharaldson.com		Direct Billing: Yes	No. of Rooms: 72

Kane County	Tax Rate: 9%	North Aurora
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<u>Baymont Inn & Suites</u>		(630) 897-7695	Rates: Standard \$69.00
308 S. Lincolnway		(877) 229-6668	Double \$69.00
North Aurora, IL 60542		(630) 897-8130 (FAX)	
Nearest Airport:	O'Hare - 40 Miles	Amtrak: 9 Miles	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: 18
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.baymontinns.com/hotel/17920		Direct Billing: Yes	No. of Rooms: 71

Cook County	Tax Rate: 11.50%	Northbrook
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<u>Renaissance Chicago North Shore</u>		(847) 498-6500	Rates: Standard \$135.00
933 Skokie Blvd.		(800) 468-3571	Double \$135.00
Northbrook, IL 60062		(847) 498-9558 (FAX)	
Nearest Airport:	O'Hare - 15 Miles	Amtrak: N/A	Restaurant: On-Site
Courtesy Trans:	Local	Breakfast: None	Meeting Cap: 500
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.renaissancehotels.com		Direct Billing: No	No. of Rooms: 385

Cook County	Tax Rate: 9%	Oak Brook
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<u>Marriott Oak Brook</u>		(630) 573-1234	Rates: Standard \$79.00
1401 West 22 nd Street		(800) HILTONS	Double \$89.00
Oak Brook, IL 60521		(630) 573-1133 (FAX)	
Nearest Airport:	O'Hare - 16 Miles	Amtrak: N/A	Restaurant: On-Site
Courtesy Trans:	3 Mile Radius	Breakfast: None	Meeting Cap: 1200/800
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.marriott.com		Direct Billing: No	No. of Rooms: 347

Cook County	Tax Rate: 10%	Oak Lawn
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<u>Hilton Oak Lawn</u>		(708) 425-7800	Rates: Standard \$129.00
9333 South Cicero		(800) HILTONS	Double \$129.00
Oak Lawn, IL 60453		(708) 425-1165 (FAX)	
Nearest Airport:	Midway - 4 Miles	Amtrak: N/A	Restaurant: On-Site
Courtesy Trans:	Midway/Local Area	Breakfast: Buffet	Meeting Cap: 700/450
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.hiltonoaklawn.com		Direct Billing: Yes	No. of Rooms: 184

Cook County	Tax Rate: 10%	Oak Park
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<u>Carleton of Oak Park</u>		(708) 848-5000	Rates: Standard \$130.00
1110 Pleasant Street		(888) CARLETON	Double \$140.00
Oak Park, IL 60302		(708) 848-0537 (FAX)	
Nearest Airport:	Midway - 10 Miles	Amtrak: N/A	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: 200/130
Fitness:	No	Pool: None	Parking: Free
Website:	www.carletonhotel.com	Direct Billing: Yes	No. of Rooms: 154

DuPage County	Tax Rate: 12%	Oakbrook Terrace
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<u>Comfort Suites</u>		(630) 916-1000	Rates: Standard \$80.00
17W445 Roosevelt Road		(800) 424-6423	Double \$90.00
Oakbrook Terrace, IL 60181		(630) 916-1068 (FAX)	
Nearest Airport:	O'Hare – 14 Miles	Amtrak: N/A	Restaurant: Adjacent
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: 45/35
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.comfortsuites-oakbrook.com	Direct Billing: Yes	No. of Rooms: 103

<u>Holiday Inn Chicago-Oak Brook</u>		(630) 833-3600	Rates: Standard \$79.00
17W350 22 nd Street		(800) HOLIDAY	Double \$79.00
Oakbrook Terrace, IL 60181		(630) 833-7037 (FAX)	
Nearest Airport:	O'Hare -14 Miles	Amtrak: N/A	Restaurant: On-Site
Courtesy Trans:	5 Mile Radius	Breakfast: Full	Meeting Cap: 300/160
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.holiday-inn.com/chi-oakbrook	Direct Billing: Yes	No. of Rooms: 217

<u>La Quinta Inn Oakbrook Terrace</u>		(630)495-4600	Rates: Standard \$79.00
1S666 Midwest Road		(800) 753-3757	Double \$79.00
Oakbrook Terrace, IL 60181		(630) 495-2558 (FAX)	
Nearest Airport:	O'Hare -11 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	5 Mile Radius	Breakfast: Continental	Meeting Cap: 35
Fitness:	Yes	Pool: Outdoor	Parking: Free
Website:	www.lq.com	Direct Billing: Yes	No. of Rooms: 150

Cook County	Tax Rate: 11%	Palatine
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<u>Holiday Inn Express</u>		(847) 934-4900	Rates: Standard \$99.00
1550 East Dundee Road		(800) HOLIDAY	Double \$99.00
Palatine, IL 60074		(847) 934-6079 (FAX)	
Nearest Airport:	O'Hare – 13 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	Local Area	Breakfast: Continental	Meeting Cap: 400/200
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.hiexpress.com/chi-palatine	Direct Billing: No	No. of Rooms: 181

Cook County	Tax Rate: 11%	Prospect Heights
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<u>Super 8 – Prospect Heights</u>		(847) 494-0545	Rates: Standard \$49.00
540 Milwaukee Avenue		(800) 800-8000	Double \$59.00
Prospect Heights, IL 60070		(847) 459-8639 (FAX)	
Nearest Airport:	O'Hare	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: 12
Fitness:	Yes	Pool: None	Parking: Free
Website:	www.super8prospectheights.com	Direct Billing: Yes	No. of Rooms: 120

Cook County	Tax Rate: 11%	Rolling Meadows
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<u>Extended Stay America</u>		(847) 357-1000	Rates: Standard \$59.99
2400 Golf Road		(800) EXT-STAY	Double \$69.99
Rolling Meadows, IL 60008		(847) 357-8000 (FAX)	
Nearest Airport:	O'Hare - 12 Miles	Amtrak: Glenview	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website:	www.extendedstayhotels.com	Direct Billing: Yes	No. of Rooms: 125

<u>Holiday Inn Rolling Meadows</u>		(847) 259-5000	Rates: Standard \$89.00
3405 Algonquin Road			Double \$89.00
Rolling Meadows, IL 60008		(847) 259-0597 (FAX)	
Nearest Airport:	O'Hare - 9 Miles	Amtrak: Glenview	Restaurant: On-Site
Courtesy Trans:	Local Area	Breakfast: None	Meeting Cap: 800/400
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.holidayinn.com/rmschaumburg	Direct Billing: Yes	No. of Rooms: 252

<u>Holiday Inn Express Rolling Meadows</u>		(847) 259-6600	Rates: Standard \$99.00
3477 Algonquin Road		(800) 465-4329	Double \$99.00
Rolling Meadows, IL 60008		(847) 259-6601 (FAX)	
Nearest Airport:	O'Hare - 9 Miles	Amtrak: Glenview	Restaurant: Adjacent
Courtesy Trans:	Local Area	Breakfast: Full	Meeting Cap: N/A
Fitness:	Yes	Pool: Outdoor	Parking: Free
Website:	www.hiexpress.com/nwschaumburg	Direct Billing: Yes	No. of Rooms: 135

Will County	Tax Rate: 11%	Romeoville
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<u>Extended Stay America</u>		(630) 226-8966	Rates: Standard \$64.99
1225 Lakeview Drive		(800) EXT-STAY	Double \$74.99
Romeoville, IL 60446		(630) 226-8967 (FAX)	
Nearest Airport:	Midway - 25 Miles	Amtrak: Joliet – 8 Miles	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website:	www.extendedstayhotels.com	Direct Billing: Yes	No. of Rooms: 101

Courtyard by Marriott

1311 American Lane	(847) 619-8100	Rates: Standard \$109.00
Schaumburg, IL 60173	(800) 321-2211	Double \$109.00
Nearest Airport: O'Hare - 13 Miles	(847) 619-6306 (FAX)	
Courtesy Trans: Local Area	Amtrak: 4 Miles	Restaurant: Nearby
Fitness: Yes	Breakfast: None	Meeting Cap: 50
Website: www.marriott.com/chics	Pool: Indoor	Parking: Free
	Direct Billing: Yes	No. of Rooms: 162

Embassy Suites

1939 North Meacham Road	(847) 397-1313	Rates: Standard \$119.00
Schaumburg, IL 60173	(800) 398-7829	Double \$119.00
Nearest Airport: O'Hare - 20 Miles	(847) 517-7230 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station	Restaurant: Nearby
Fitness: No	Breakfast: None	Meeting Cap: N/A
Website: www.extendedstayhotels.com	Pool: None	Parking: Free
	Direct Billing: Yes	No. of Rooms: 104

Extended Stay America

1200 American Lane	(847) 517-7255	Rates: Standard \$59.99
Schaumburg, IL 60173	(800) 398-7829	Double \$69.99
Nearest Airport: O'Hare - 20 Miles	(847) 517-7230 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station	Restaurant: Nearby
Fitness: No	Breakfast: None	Meeting Cap: N/A
Website: www.extendedstayhotels.com	Pool: None	Parking: Free
	Direct Billing: Yes	No. of Rooms: 104

Extended Stay America

2000 N. Roselle Road	(847) 882-7011	Rates: Standard \$59.99
Schaumburg, IL 60195	(800) 398-7829	Double \$69.99
Nearest Airport: O'Hare - 12 Miles	(847) 882-4322 (FAX)	
Courtesy Trans: N/A	Amtrak: Glenview	Restaurant: Nearby
Fitness: No	Breakfast: None	Meeting Cap: N/A
Website: www.extendedstayhotels.com	Pool: None	Parking: Free
	Direct Billing: Yes	No. of Rooms: 128

Hampton Inn

1300 East Higgins Road	(847) 619-1000	Rates: Standard \$89.00
Schaumburg, IL 61073	(800) HAMPTON	Double \$89.00
Nearest Airport: O'Hare - 15 Miles	(847) 619-1019 (FAX)	
Courtesy Trans: 5 Mile Radius	Amtrak: N/A	Restaurant: Adjacent
Fitness: Yes	Breakfast: Buffet	Meeting Cap: 20
Website: www.hamptoninn.com	Pool: None	Parking: Free
	Direct Billing: No	No. of Rooms: 128

Holiday Inn

1550 North Roselle Road	(847) 310-0500	Rates: Standard \$105.00
Schaumburg, IL 60195	(800) HOLIDAY	Double \$105.00
Nearest Airport: O'Hare - 15 Miles	(847) 3100579 (FAX)	
Courtesy Trans: Limited Area	Amtrak: N/A	Restaurant: Adjacent
Fitness: Yes	Breakfast: American	Meeting Cap: N/A
Website: www.holidayinnschaumburg.com	Pool: Outdoor	Parking: Free
	Direct Billing: Yes	No. of Rooms: 143

<u>Homewood Suites</u>		(847) 605-0400	Rates: Standard \$109.00
815 E. American Lane		(800) 225-5466	Double \$109.00
Schaumburg, IL 60173		(847) 619-0990 (FAX)	
Nearest Airport:	O'Hare - 15 Miles	Amtrak: Union Station	Restaurant: Adjacent
Courtesy Trans:	5 Mile Radius	Breakfast: Full	Meeting Cap: N/A
Fitness:	Yes	Pool: Outdoor	Parking: Free
Website: www.homewoodsuitesschaumburg.com		Direct Billing: Yes	No. of Rooms: 108

<u>La Quinta Inn Chicago Schaumburg</u>		(847) 517-8484	Rates: Standard \$69.00
1730 E. Higgins Road		(800) 531-5900	Double \$69.99
Schaumburg, IL 60173		(847) 517-4477 (FAX)	
Nearest Airport:	O'Hare - 11 Miles	Amtrak: 25 Miles	Restaurant: Nearby
Courtesy Trans:	Local Area	Breakfast: Continental	Meeting Cap: 35
Fitness:	Yes	Pool: Outdoor	Parking: Free
Website: www.lq.com		Direct Billing: Yes	No. of Rooms: 126

<u>Quality Inn</u>		(847) 517-7737	Rates: Standard \$84.98
600 North Martingale Road		(800) 325-8300	Double \$84.98
Schaumburg, IL 60173			
Nearest Airport:	O'Hare - 12 Miles	Amtrak: 25 Miles	Restaurant: Adjacent
Courtesy Trans:	Local Area	Breakfast: Full	Meeting Cap: 30
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.choicehotels.com		Direct Billing: No	No. of Rooms: 124

<u>Residence Inn</u>		(847) 517-9200	Rates: Standard \$119.00
1610 McConnor Parkway		(800) 331-3131	Double \$119.00
Schaumburg, IL 60173		(847) 517-9800 (FAX)	
Nearest Airport:	O'Hare - 13 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	Local Area	Breakfast: Buffet	Meeting Cap: 45/30
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.marriott.com/chism		Direct Billing: Yes	No. of Rooms: 125

<u>SpringHill Suites</u>		(847) 995-1500	Rates: Standard \$109.00
1550 McConnor Parkway		(800) 287-9400	Double \$109.00
Schaumburg, IL 60173		(847) 995-1900 (FAX)	
Nearest Airport:	O'Hare - 13 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	Local Area	Breakfast: Buffet	Meeting Cap: 30
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.springhillsuites.com		Direct Billing: Yes	No. of Rooms: 132

Cook County	Tax Rate: 9.5%	Skokie
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<u>Extended Stay America</u>		(847) 663-9031	Rates: Standard \$84.99
5211 Old Orchard Road		(800) 398-7829	Double \$94.99
Skokie, IL 60077		(847) 663-9032 (FAX)	
Nearest Airport:	O'Hare - 20 Miles	Amtrak: Glenview - 5 Miles	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website: www.extendedstayhotels.com		Direct Billing: Yes	No. of Rooms: 140

<u>Hampton Inn & Suites</u>		(847) 583-1111	Rates: Standard	\$99.00
5201 Old Orchard Road		(800) HAMPTON	Double	\$99.00
Skokie, IL 60077		(847) 663-9032 (FAX)		
Nearest Airport:	O'Hare - 20 Miles	Amtrak: N/A	Restaurant:	On-Site
Courtesy Trans:	N/A	Breakfast: Full	Meeting Cap:	80/60
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website:	www.northshoresuites.hamptoninn.com	Direct Billing: Yes	No. of Rooms:	225

Kane County	Tax Rate: 11%	St. Charles
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<u>Fairfield Inn & Suites</u>		(630) 845-5500	Rates: Standard	\$80.00
2096 Bricher Road		(800) 228-2800	Double	\$80.00
St. Charles, IL 60174		(630) 845-5600 (FAX)		
Nearest Airport:	O'Hare - 45 Miles	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	10
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website:	www.fairfieldsuitesstcharles.com	Direct Billing: No	No. of Rooms:	92

<u>Hotel Baker</u>		(630) 584-2100	Rates: Standard	\$80.00
100 W. Main Street		(800) 284-0110	Double	\$80.00
St. Charles, IL 61006		(630) 584-0834 (FAX)		
Nearest Airport:	O'Hare - 45 Miles	Amtrak: N/A	Restaurant:	On-Site
Courtesy Trans:	Local Area	Breakfast: Continental	Meeting Cap:	200/130
Fitness:	Yes	Pool: None	Parking:	Free
Website:	www.hotelbaker.com	Direct Billing: Yes	No. of Rooms:	53

Cook County	Tax Rate: 10%	Tinley Park
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<u>Fairfield Inn</u>		(708) 633-1050	Rates: Standard	\$80.00
18511 North Creek Drive		(800) 228-2800	Double	\$80.00
Tinley Park, IL 60477		(708) 633-1050 (FAX)		
Nearest Airport:	Midway - 18 Miles	Amtrak: N/A	Restaurant:	Adjacent
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	25
Fitness:	No	Pool: Indoor	Parking:	Free
Website:	www.fairfieldinn.com	Direct Billing: Yes	No. of Rooms:	64

<u>Hampton Inn</u>		(708) 633-0602	Rates: Standard	\$80.00
18501 North Creek Drive		(800) HAMPTON	Double	\$80.00
Tinley Park, IL 60477		(708) 633-1768 (FAX)		
Nearest Airport:	Midway - 18 Miles	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	N/A
Fitness:	No	Pool: Indoor	Parking:	Free
Website:	www.hamptoninn.com	Direct Billing: Yes	No. of Rooms:	64

<u>Holiday Inn</u>		(708) 444-1100	Rates: Standard \$95.00
18501 South Harlem Avenue		(800) HOLIDAY	Double \$95.00
Tinley Park, IL 60477		(708) 444-1104 (FAX)	
Nearest Airport:	Midway - 19 Miles	Amtrak: N/A	Restaurant: On-Site
Courtesy Trans:	Limited Area	Breakfast: None	Meeting Cap: 2000
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.holidayinn.com/chitinleypark	Direct Billing: Yes	No. of Rooms: 202

Lake County	Tax Rate: 11%	Vernon Hills
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<u>Extended Stay America</u>		(847) 821-7101	Rates: Standard \$64.99
215 N. Milwaukee Avenue		(800) 398-7829	Double \$74.99
Vernon Hills, IL 60061		(847) 821-7119 (FAX)	
Nearest Airport:	O'Hare - 20 Miles	Amtrak: Glenview	Restaurant: Adjacent
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website:	www.extendedstayhotels.com	Direct Billing: Yes	No. of Rooms: 128

<u>Homestead Studio Suites Hotel</u>		(847) 662-3060	Rates: Standard \$64.99
675 Woodlands Parkway		(800) EXT-STAY	Double \$74.99
Vernon Hills, IL 60061		(847) 662-3317 (FAX)	
Nearest Airport:	Rockford - 17 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website:	www.extendedstayhotels.com	Direct Billing: Yes	No. of Rooms: 124

DuPage County	Tax Rate: 10.4%	Warrenville
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<u>Hilton Garden Inn</u>		(630) 393-3223	Rates: Standard \$80.00
4305 Weaver Parkway		(800) STAYHGI	Double \$80.00
Warrenville, IL 60555		(630) 393-3444 (FAX)	
Nearest Airport:	O'Hare -25 Miles	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: 100/63
Fitness:	Yes	Pool: None	Parking: Free
Website:	www.napervillewarrenville.hgi.com	Direct Billing: No	No. of Rooms: 128

<u>Residence Inn by Marriott</u>		(630) 393-3444	Rates: Standard \$80.00
28500 Bella Vista Parkway		(800) 331-3131	Double \$80.00
Warrenville, IL 60555		(630) 393-0893 (FAX)	
Nearest Airport:	O'Hare -25 Miles	Amtrak: Union Station	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: 80/50
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.marriott.com/chinw	Direct Billing: No	No. of Rooms: 130

<u>Springhill Suites Warrenville</u>		(630) 393-0400	Rates: Standard	\$80.00
4305 Weaver Parkway		(800) 228-9290	Double	\$80.00
Warrenville, IL 60555		(630) 393-3103 (FAX)		
Nearest Airport:	O'Hare -25 Miles	Amtrak: Union Station	Restaurant:	Nearby
Courtesy Trans:	Local Area	Breakfast: Buffet	Meeting Cap:	80/50
Fitness:	Yes	Pool: None	Parking:	Free
Website:	www.marriott.com/chiwa	Direct Billing: No	No. of Rooms:	128

Lake	Tax Rate: 11%	Waukegan
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<u>Residence Inn Waukegan</u>		(847) 689-9240	Rates: Standard	\$79.00
1440 S. White Oak Drive		(800) 331-3131	Double	\$79.00
Waukegan, IL 60085		(847) 689-9260 (FAX)		
Nearest Airport:	O'Hare	Amtrak: Union Station	Restaurant:	Nearby
Courtesy Trans:	Local Area	Breakfast: Full	Meeting Cap:	25
Fitness:	Yes	Pool: Outdoor	Parking:	Free
Website:	www.marriott.com	Direct Billing: Yes	No. of Rooms:	126

<u>Crossland</u>		(847) 688-0402	Rates: Standard	\$49.99
1177 S. Northpoint Boulevard		(800) 398-7829	Double	\$59.99
Waukegan, IL 60085		(847) 698-0403 (FAX)		
Nearest Airport:	O'Hare- 25 Miles	Amtrak: Union Station	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap:	N/A
Fitness:	None	Pool: None	Parking:	Free
Website:	www.extendedstayhotels.com	Direct Billing: Yes	No. of Rooms:	128

Cook County	Tax Rate: 11%	Westchester
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<u>Hampton Inn</u>		(708) 409-1000	Rates: Standard	\$95.00
2222 Enterprise Drive		(800) HAMPTON	Double	\$95.00
Westchester, IL 60154		(708) 409-1055 (FAX)		
Nearest Airport:	O'Hare - 13 Miles	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans:	Local Area	Breakfast: Buffet	Meeting Cap:	20/30
Fitness:	Yes	Pool: None	Parking:	Free
Website:	www.hamptoninnwestchester.com	Direct Billing: No	No. of Rooms:	112

DuPage County	Tax Rate: 11%	Westmont
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<u>Homestead Studio Suites</u>		(630) 323-9292	Rates: Standard	\$64.99
855 Pasquinelli Drive		(800) EXT-STAY	Double	\$74.99
Westmont, IL 60559		(630) 323-9536 (FAX)		
Nearest Airport:	O'Hare - 20 Miles	Amtrak: Union Station	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap:	N/A
Fitness:	No	Pool: None	Parking:	Free
Website:	www.extendedstayhotels.com	Direct Billing: Yes	No. of Rooms:	140

DuPage County	Tax Rate: 7%	Willowbrook
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<u>Holiday Inn Willowbrook</u>		(630)325-6400	Rates: Standard \$79.00
7800 South Kingery Highway		(800) HOLIDAY	Double \$79.00
Willowbrook, IL 60527		(630) 325-2362 (FAX)	
Nearest Airport:	Midway - 13 Miles	Amtrak: N/A	Restaurant: On-Site
Courtesy Trans:	Local/Airport	Breakfast: None	Meeting Cap: 700/350
Fitness:	Yes	Pool: Outdoor	Parking: Free
Website: www.holiday-inn.com/chi-hinsdale		Direct Billing: Yes	No. of Rooms: 220

<u>La Quinta Inn Chicago/Willowbrook</u>		(630) 654-0077	Rates: Standard \$72.00
855 79 th Street		(800) 531-5900	Double \$72.00
Willowbrook, IL 60527		(630) 325-2362 (FAX)	
Nearest Airport:	Midway - 16 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: 10
Fitness:	Yes	Pool: None	Parking: Free
Website: www.lq.com		Direct Billing: Yes	No. of Rooms: 130

<u>Red Roof Inn</u>		(630) 323-8811	Rates: Standard \$49.99
7535 Kingery Highway, Route 83		(800) RED-ROOF	Double \$54.99
Willowbrook, IL 60527		(630) 323-2714 (FAX)	
Nearest Airport:	Midway - 11 Miles	Amtrak: N/A	Restaurant: Adjacent
Courtesy Trans:	None	Breakfast: Full	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website: www.redroof.com		Direct Billing: No	No. of Rooms: 109

DuPage County	Tax Rate: 11%	Wood Dale
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<u>Courtyard Chicago Wood Dale</u>		(630) 766-7775	Rates: Standard \$80.00
900 Wood Dale Avenue		(800) 321-2211	Double \$80.00
Wood Dale, Illinois 60191		(630) 325-2362 (FAX)	
Nearest Airport:	O'Hare - 15 Miles	Amtrak: N/A	Restaurant: On-Site
Courtesy Trans:	Local Area	Breakfast: None	Meeting Cap: 700/350
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.marriott.com		Direct Billing: No	No. of Rooms: 149

CHICAGO MIDWAY AIRPORT

Cook County	Tax Rate: 16.25%	Bedford Park
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<u>Extended Stay America Chicago Midway</u>		(708) 496-8211	Rates: Standard \$84.99
7524 State Road		(800) EXT-STAY	Double \$94.99
Bedford Park, IL 60638			
Nearest Airport:	Midway - 2 Miles	Amtrak: 8 Miles	Restaurant: Nearby
Courtesy Trans:	Midway	Breakfast: None	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website: www.extendedstayhotels.com		Direct Billing: Yes	No. of Rooms: 135

<u>Hampton Inn</u>		(708) 496-1900	Rates: Standard \$149.00
6540 South Cicero Avenue		(800) HAMPTON	Double \$149.00
Chicago, IL 60638		(708) 594-5510 (FAX)	
Nearest Airport:	Midway – .5 Mile	Amtrak: 10 Miles	Restaurant: On-Site
Courtesy Trans:	Midway	Breakfast: Full	Meeting Cap: N/A
Fitness Center:	Yes	Pool: None	Parking: 10.00/Day
Website:	www.midwayhotelcenter.com	Direct Billing: No	No. of Rooms: 170

<u>Holiday Inn Chicago Midway</u>		(708) 563-6490	Rates: Standard \$149.00
6520 South Cicero Avenue		(800) 956-2606	Double \$149.00
Chicago, IL 60638		(708) 594-5510 (FAX)	
Nearest Airport:	Midway – .5 Mile	Amtrak: 10 Miles	Restaurant: On-Site
Courtesy Trans:	Midway	Breakfast: None	Meeting Cap: 200
Fitness Center:	Yes	Pool: Indoor	Parking: 10.00/Day
Website:	www.midwayhotelcenter.com	Direct Billing: No	No. of Rooms: 200

<u>Marriott Chicago Midway</u>		(708) 594-5500	Rates: Standard \$149.00
6520 South Cicero Avenue		(800) 956-2606	Double \$149.00
Chicago, IL 60638		(708) 594-5510 (FAX)	
Nearest Airport:	Midway – .5 Mile	Amtrak: 10 Miles	Restaurant: On-Site
Courtesy Trans:	Midway	Breakfast: None	Meeting Cap: 200
Fitness Center:	Yes	Pool: Indoor	Parking: 10.00/Day
Website:	www.midwayhotelcenter.com	Direct Billing: No	No. of Rooms: 200

<u>Sleep Inn</u>		(708) 594-0001	Rates: Standard \$129.00
6650 South Cicero Avenue		(888) 643-4667	Double \$129.00
Chicago, IL 60638		(708) 594-0058 (FAX)	
Nearest Airport:	Midway – 1 Mile	Amtrak: 10 Miles	Restaurant: Adjacent
Courtesy Trans:	10 Mile Radius	Breakfast: Continental	Meeting Cap: 8
Fitness Center:	Yes	Pool: None	Parking: 10.00/Day
Website:	www.midwayhotelcenter.com	Direct Billing: No	No. of Rooms: 120

CHICAGO O'HARE INTERNATIONAL AIRPORT

<u>Extended Stay America – O'Hare</u>		(847) 294-9693	Rates: Standard \$64.99
1201 E. Touhy Avenue		(800) EXTSTAY	Double \$74.99
Des Plaines, IL 60018		(847) 294-9684 (FAX)	
Nearest Airport:	O'Hare – 2 Miles	Amtrak: Union Station	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website:	www.extendedstayhotels.com	Direct Billing: Yes	No. of Rooms: 122

<u>Extended Stay Deluxe – Chicago-O'Hare</u>		(847) 768-0395	Rates: Standard \$69.99
1207 E. Touhy Avenue		(800) EXTSTAY	Double \$79.99
Des Plaines, IL 60018		(847) 768-0335 (FAX)	
Nearest Airport:	O'Hare – 2 Miles	Amtrak: Union Station	Restaurant: Nearby
Courtesy Trans:	Yes	Breakfast: Full	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website:	www.extendedstayhotels.com	Direct Billing: Yes	No. of Rooms: 88

Cook County	Tax Rate: 13%	Rosemont
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<u>Best Western at O'Hare</u>		(847) 296-4471	Rates: Standard \$99.95
10300 W. Higgins Road			Double \$99.95
Rosemont, IL 60018		(847) 296-4958 (FAX)	
Nearest Airport:	O'Hare - 2 Miles	Amtrak: N/A	Restaurant: On-Site
Courtesy Trans:	O'Hare	Breakfast: None	Meeting Cap: 32
Fitness:	Yes	Pool: None	Parking: 17.00/Day
Website:	www.bestwesternohare.com	Direct Billing: No	No. of Rooms: 142

<u>Crowne Plaza Chicago O'Hare</u>		(847) 544-7500	Rates: Standard \$129.00
5440 North River Road		(800) CROWNE	Double \$129.00
Rosemont, IL 60018		(847) 544-7544 (FAX)	
Nearest Airport:	O'Hare - 2 Mile	Amtrak: N/A	Restaurant: On-Site
Courtesy Trans:	O'Hare	Breakfast: Full	Meeting Cap: 3,000/1,700
Fitness:	Yes	Pool: Indoor	Parking: 17.00/Day
Website:	www.crowneplazaohare.com	Direct Billing: No	No. of Rooms: 502

<u>Holiday Inn Express O'Hare</u>		(847) 544-7500	Rates: Standard \$149.00
6600 Mannheim Road		(800) HOLIDAY	Double \$149.00
Rosemont, IL 60018		(847) 544-7544 (FAX)	
Nearest Airport:	O'Hare - 1 Mile	Amtrak: N/A	Restaurant: Adjacent
Courtesy Trans:	O'Hare	Breakfast: Full	Meeting Cap: 1,500/600
Fitness:	Yes	Pool: Indoor	Parking: 16.00/Day
Website:	www.hieohare.com	Direct Billing: Yes	No. of Rooms: 273

<u>Holiday Inn & Suites O'Hare</u>		(847) 954-8600	Rates: Standard \$129.00
10233 West Higgins Road		(800) 465-4329	Double \$139.00
Rosemont, IL 60018		(847) 954-8800 (FAX)	
Nearest Airport:	O'Hare - 1 Mile	Amtrak: N/A	Restaurant: On-site
Courtesy Trans:	O'Hare/Local	Breakfast: Full	Meeting Cap: 140
Fitness:	Yes	Pool: None	Parking: Free
Website:	www.holidayinn.com	Direct Billing: Yes	No. of Rooms: 299

<u>Residence Inn O'Hare</u>		(847) 375-9000	Rates: Standard \$139.00
7101 Chestnut Street		(800) 331-3131	Double \$139.00
Rosemont, IL 60018		(847) 375-9010 (FAX)	
Nearest Airport:	O'Hare	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	O'Hare	Breakfast: Full	Meeting Cap: 50
Fitness:	Yes	Pool: Outdoor	Parking: Free
Website:	www.residenceinn_ohare.com	Direct Billing: No	No. of Rooms: 192

<u>Sofitel Chicago O'Hare</u>		(847) 678-4488	Rates: Standard \$149.00
5550 North River Road		(800) 233-5959	Double \$149.00
Rosemont, IL 60018		(847) 678-5710 (FAX)	
Nearest Airport:	O'Hare	Amtrak: N/A	Restaurant: On-Site
Courtesy Trans:	O'Hare	Breakfast: Full	Meeting Cap: 800
Fitness:	Yes	Pool: Indoor	Parking: 18.00/Day
Website:	www.sofitelchicagohare.com	Direct Billing: No	No. of Rooms: 300

<u>Wyndham O'Hare</u>		(847) 297-1234	Rates: Standard \$149.00
6810 North Mannheim Road		(800) 996-3426	Double \$159.00
Rosemont, IL 60018		(847) 297-5287 (FAX)	
Nearest Airport:	O'Hare	Amtrak: N/A	Restaurant: On-Site
Courtesy Trans:	O'Hare	Breakfast: None	Meeting Cap: 950/720
Fitness:	Yes	Pool: Indoor/Outdoor	Parking: 16.00/Day
Website:	www.wyndhamohare.com	Direct Billing: Yes	No. of Rooms: 300

Cook County	Tax Rate: 11.5%	Schiller Park
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<u>Four Points Sheraton Chicago O'Hare</u>		(847) 671-6000	Rates: Standard \$129.00
10249 W. Irving Park Road		(800) 323-1239	Double \$149.00
Schiller Park, IL 60176		(847) 671-7552 (FAX)	
Nearest Airport:	O'Hare - 2 Miles	Amtrak: N/A	Restaurant: On-Site
Courtesy Trans:	O'Hare	Breakfast: None	Meeting Cap: 500/250
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.fourpointsohare.com	Direct Billing: No	No. of Rooms: 294

<u>Comfort Suites O'Hare</u>		(847) 233-9000	Rates: Standard \$84.00
4200 North River Road		(800) CHOICE	Double \$84.00
Schiller Park, IL 60176		(847) 233-0842 (FAX)	
Nearest Airport:	O'Hare - 2.5 Miles	Amtrak: Union Station	Restaurant: On-Site
Courtesy Trans:	O'Hare	Breakfast: Full	Meeting Cap: 350
Fitness:	Yes	Pool: None	Parking: Free
Website:	www.choicehotels.com	Direct Billing: Yes	No. of Rooms: 160

DOWNSTATE ILLINOIS

St. Clair County	Tax Rate: 11%	Belleville
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<u>Econo Lodge Inn & Suites</u>		(618) 355-5800	Rates: Standard \$59.00
2120 W. Main Street		(800) 424-6523	Double \$65.00
Belleville, IL 62226		(618) 234-9400 (FAX)	
Nearest Airport:	St. Louis - 27 Miles	Amtrak: 15 Miles	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: 800
Fitness:	Yes	Pool: Outdoor	Parking: Free
Website:	None	Direct Billing: Yes	No. of Rooms: 59

<u>Shrine Hotel</u>		(618) 397-1162	Rates: Standard	\$63.63
451 S. DeMazenod Drive		(800) 679-2874	Double	\$68.14
Belleville, IL 62223		(618) 394-6524 (FAX)		
Nearest Airport:	St. Louis – 30 Miles	Amtrak: 10 Miles	Restaurant:	On-Site
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	500
Fitness:	Yes	Pool: None	Parking:	Free
Website:	www.snows.org	Direct Billing: Yes	No. of Rooms:	78

McLean County	Tax Rate: 12%	Bloomington/Normal
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<u>Baymont Inn & Suites</u>		(309) 662-2800	Rates: Standard	\$59.00
604 1/2 I.A.A. Drive		(877) 229-6668	Double	\$59.00
Bloomington, IL 61701		(309) 662-2811 (FAX)		
Nearest Airport:	Bloomington	Amtrak: Normal – 4 Miles	Restaurant:	Adjacent
Courtesy Trans:	Bloomington	Breakfast: Continental	Meeting Cap:	55
Fitness:	Yes	Pool: Outdoor	Parking:	Free
Website:	www.baymontinns.com	Direct Billing: Yes	No. of Rooms:	103

<u>Best Western University Inn</u>		(309) 454-4070	Rates: Standard	\$70.00
6 Traders Circle		(800) WESTERN	Double	\$70.00
Normal, IL 61761		(309) 888-4505 (FAX)		
Nearest Airport:	Bloomington	Amtrak: Normal - 3 Miles	Restaurant:	Nearby
Courtesy Trans:	Local Area	Breakfast: Continental	Meeting Cap:	40/24
Fitness:	No	Pool: Indoor	Parking:	Free
Website:	www.bestwestern.com	Direct Billing: Yes	No. of Rooms:	100

<u>Chateau of Bloomington</u>		(309) 662-2020	Rates: Standard	\$69.00
1601 Jumer Drive		(800) 285-8637	Double	\$79.00
Bloomington, IL 61701		(309) 662-6522 (FAX)		
Nearest Airport:	Bloomington	Amtrak: Normal – 4 Miles	Restaurant:	On-Site
Courtesy Trans:	Airport/Amtrak	Breakfast: None	Meeting Cap:	500/270
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website:	www.chateauhotel.biz	Direct Billing: Yes	No. of Rooms:	180

<u>Comfort Suites</u>		(309) 452-8588	Rates: Standard	\$70.00
310 B Greenbriar Drive		(800) 228-5150	Double	\$70.00
Normal, IL 61761		(309) 452-8588 (FAX)		
Nearest Airport:	Bloomington – 5 Miles	Amtrak: Normal – 3 Miles	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	25
Fitness:	No	Pool: Indoor	Parking:	Free
Website:	www.comfortsuites.com	Direct Billing: Yes	No. of Rooms:	60

<u>Country Inn & Suites Bloomington Normal</u>		(309) 662-3100	Rates: Standard \$70.00
2403 East Empire Street		(800) 456-4000	Double \$80.00
Bloomington, IL 61701		(309) 662-3150 (FAX)	
Nearest Airport:	Bloomington	Amtrak: Normal - 5	Restaurant: Nearby
Courtesy Trans:	Airport	Breakfast: Continental	Meeting Cap: 35
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.countryinns.com/bloomingtonil_normal	Direct Billing: Yes	No. of Rooms: 82

<u>Days Inn & Suites</u>		(309) 454-6600	Rates: Standard \$59.99
202 Landmark Drive		(800) 329-7466	Double \$59.99
Normal, IL 61761		(309) 454-7612 (FAX)	
Nearest Airport:	Bloomington- 3 Miles	Amtrak: Normal – 1.5 Miles	Restaurant: Adjacent
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: 80/50
Fitness:	Yes	Pool: Outdoor	Parking: Free
Website:	www.daysinn.com	Direct Billing: Yes	No. of Rooms: 108

<u>Doubletree Hotel & Conference Center</u>		(309) 664-6446	Rates: Standard \$69.00
10 Brickyard Drive		(800) 222-TREE	Double \$69.00
Bloomington, IL 61701		(309) 664-6135 (FAX)	
Nearest Airport:	Bloomington- 2 Miles	Amtrak: Normal – 5 Miles	Restaurant: On-Site
Courtesy Trans:	Airport, Amtrak, Bus	Breakfast: Full	Meeting Cap: N/A
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.bloomington.doubletree.com	Direct Billing: No	No. of Rooms: 197

<u>Extended Stay America</u>		(309) 662-8533	Rates: Standard \$54.99
1805 Veterans Parkway		(800) EXT-STAY	Double \$64.99
Bloomington, IL 61701		(309) 662-4324 (FAX)	
Nearest Airport:	Bloomington	Amtrak: Normal - 6	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website:	www.extendedstayhotels.com	Direct Billing: Yes	No. of Rooms: 101

<u>Hawthorn Suites</u>		(309) 829-8111	Rates: Standard \$70.00
1 Lyons Court			Double \$80.00
Bloomington, IL 61701		(309) 829-1811 (FAX)	
Nearest Airport:	Bloomington	Amtrak: Bloomington	Restaurant: Adjacent
Courtesy Trans:	Airport	Breakfast: Buffet	Meeting Cap: 200
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.hawthornbloomington.com	Direct Billing: Yes	No. of Rooms: 73

<u>Holiday Inn Express & Suites</u>		(309) 862-1600	Rates: Standard \$70.00
1715 Parkway Plaza Drive		(800) HOLIDAY	Double \$70.00
Normal, IL 61761		(309) 862-4477 (FAX)	
Nearest Airport:	Bloomington	Amtrak: Normal - 2 Miles	Restaurant: Adjacent
Courtesy Trans:	Airport/Amtrak	Breakfast: Full	Meeting Cap: 200/100
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.holidayinnexpress.com	Direct Billing: Yes	No. of Rooms: 103

<u>Ramada Limited & Suites</u>		(309) 828-0900	Rates: Standard \$59.00
505 Brock Drive		(800) 272-6232	Double \$69.00
Bloomington, IL 61701		(309) 829-4325 (FAX)	
Nearest Airport:	Bloomington	Amtrak: 5 Miles	Restaurant: Nearby
Courtesy Trans:	Airport	Breakfast: Continental	Meeting Cap: 16
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.ramada.com/bloomington14451		Direct Billing: Yes	No. of Rooms: 64

Kankakee County	Tax Rate: 9%	Bourbonnais
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<u>Kankakee Fairfield Inn</u>		(815) 935-1334	Rates: Standard \$70.00
1550 State Route 50		(800) 228-2800	Double \$70.00
Bourbonnais, IL 60914		(815) 933-5840 (FAX)	
Nearest Airport:	N/A	Amtrak: 3 Miles	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: N/A
Fitness:	No	Pool: Indoor	Parking: Free
Website: www.tharaldson.com		Direct Billing: Yes	No. of Rooms: 57

<u>Hampton Inn</u>		(815) 932-8369	Rates: Standard \$70.00
60 Ken Hayes Drive		(800) HAMPTON	Double \$78.00
Bourbonnais, IL 60914		(815) 933-5840 (FAX)	
Nearest Airport:	N/A	Amtrak: Kankakee	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: Full	Meeting Cap: 30
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.hamptoninn.com		Direct Billing: Yes	No. of Rooms: 59

Jackson County	Tax Rate: 14%	Carbondale
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<u>Hampton Inn</u>		(618) 549-6900	Rates: Standard \$60.00
2175 Reed Station Parkway		(800) HAMPTON	Double \$60.00
Carbondale, IL 62901		(618) 549-8448 (FAX)	
Nearest Airport:	Carbondale	Amtrak: Carbondale	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: Full	Meeting Cap: 40
Fitness:	Yes	Pool: Outdoor	Parking: Free
Website: www.hamptoninn.com		Direct Billing: Yes	No. of Rooms: 80

Macoupin County	Tax Rate: 6%	Carlinville
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<u>Best Western Carlinville Inn on Route 66</u>		(217) 324-2100	Rates: Standard \$60.00
I-55 & Route 108		(800) 322-7546	Double \$70.00
Carlinville, IL 62626		(217) 324-2100 (FAX)	
Nearest Airport:	Spfld. – 35 Miles	Amtrak: Carlinville	Restaurant: On-Site
Courtesy Trans:	Amtrak	Breakfast: Continental	Meeting Cap: 250/125
Fitness:	No	Pool: Indoor	Parking: Free
Website: www.bestwestern.com		Direct Billing: Yes	No. of rooms: 101

Clinton County	Tax Rate: 11.25%	Carlyle
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<u>Mariner's Village – Microtel Inn & Suites</u>		(618) 594-7666	Rates: Standard	\$55.00
1 Resort Drive		(877) 451-7666	Double	\$60.00
Calyle, IL 62231		(618) 594-7676 (FAX)		
Nearest Airport:	N/A	Amtrak: N/A	Restaurant:	On-Site
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	250/125
Fitness:	No	Pool: Indoor	Parking:	Free
Website:	www.carlylemarinersvillage.com	Direct Billing: Yes	No. of rooms:	65

Champaign County	Tax Rate: 11%	Champaign/Urbana
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<u>Baymont Inn & Suites</u>		(217) 356-8900	Rates: Standard	\$70.00
302 W. Anthony Drive		(877) 229-6668	Double	\$70.00
Champaign, IL 61822		(217) 356-9253 (FAX)		
Nearest Airport:	Champaign	Amtrak: 5 Miles	Restaurant:	Nearby
Courtesy Trans:	No	Breakfast: Continental	Meeting Cap:	24
Fitness:	Yes	Pool: No	Parking:	Free
Website:	www.baymontinns.com	Direct Billing: Yes	No. of Rooms:	95

<u>Comfort Inn</u>		(217) 352-4055	Rates: Standard	\$70.00
305 Marketview Drive		(800) 228-5150	Double	\$70.00
Champaign, IL 61820		(217) 352-4055 (FAX)		
Nearest Airport:	Champaign – 6 Miles	Amtrak: 3 Miles	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	N/A
Fitness:	No	Pool: Indoor	Parking:	Free
Website:	www.comfortinn.com	Direct Billing: Yes	No. of Rooms:	66

<u>Courtyard Champaign</u>		(217) 355-0411	Rates: Standard	\$70.00
1811 Moreland Boulevard		(800) 321-2211	Double	\$70.00
Champaign, IL 61820		(217) 355-0411 (FAX)		
Nearest Airport:	Champaign	Amtrak: 5 Miles	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap:	25
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website:	www.courtyard.com	Direct Billing: Yes	No. of Rooms:	78

<u>Drury Inn & Suites - Champaign</u>		(217) 398-0030	Rates: Standard	\$70.00
905 W. Anthony		(800) DRURYINN	Double	\$99.00
Champaign, IL 61821		(217) 398-0030 (FAX)		
Nearest Airport:	Champaign	Amtrak: Champaign	Restaurant:	Adjacent
Courtesy Trans:	N/A	Breakfast: Buffet	Meeting Cap:	N/A
Fitness:	Yes	Pool: Indoor/outdoor	Parking:	Free
Website:	www.druryhotels.com	Direct Billing: Yes	No. of Rooms:	132

<u>Eastland Suites & Conference Center</u>		(217) 367-8331	Rates: Standard \$70.00
1907 North Cunningham Avenue		(800) 253-8331	Double \$80.00
Urbana, IL 61802		(217) 384-3370 (FAX)	
Nearest Airport:	Champaign	Amtrak: Champaign	Restaurant: On-Site
Courtesy Trans:	Airport/Local	Breakfast: Full	Meeting Cap: 175/130
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.eastlandsuitesurbana.com	Direct Billing: Yes	No. of Rooms: 126

<u>Extended Stay America Champaign-Urbana</u>		(217) 351-8899	Rates: Standard \$59.99
610 Marketview Drive		(800) EXT-STAY	Double \$69.99
Champaign, IL 61822			
Nearest Airport:	Champaign	Amtrak: Champaign	Restaurant: On-Site
Courtesy Trans:	Airport/Local	Breakfast: Full	Meeting Cap: 175/130
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.extendedstayhotels.com	Direct Billing: Yes	No. of Rooms: 126

<u>Fairfield Inn</u>		(217) 355-0604	Rates: Standard \$70.00
1807 Moreland Boulevard		(800) 228-2800	Double \$70.00
Champaign, IL 61820		(217) 355-0604 (FAX)	
Nearest Airport:	Champaign- 6 Miles	Amtrak: 3 Miles	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: N/A
Fitness:	No	Pool: Indoor	Parking: Free
Website:	www.fairfieldinn.com	Direct Billing: Yes	No. of Rooms: 62

<u>Hanford Inn & Suites</u>		(217) 344-8000	Rates: Standard \$49.99
2408 W. Cunningham Avenue		(888) 889-0898	Double \$55.00
Urbana IL 61802		(217) 384-9001 (FAX)	
Nearest Airport:	Champaign	Amtrak: 2 Miles	Restaurant: On-Site
Courtesy Trans:	Local	Breakfast: Continental	Meeting Cap: 450/250
Fitness:	No	Pool: Indoor	Parking: Free
Website:	www.hanfordusa.com	Direct Billing: Yes	No. of Rooms: 140

<u>La Quinta Inn Champaign</u>		(217) 356-4000	Rates: Standard \$60.00
1900 Center Drive		(800) 531-5900	Double \$67.00
Champaign, IL 61820		(217) 352-7783 (FAX)	
Nearest Airport:	Champaign	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	Airport	Breakfast: Continental	Meeting Cap: N/A
Fitness:	No	Pool: Outdoor	Parking: Free
Website:	www.lq.com	Direct Billing: Yes	No. of Rooms: 122

<u>Red Roof Inn</u>		(217) 352-0101	Rates: Standard \$39.99
212 Anthony Drive		(800) RED-ROOF	Double \$44.99
Champaign, IL 61820		(217) 352-1891 (FAX)	
Nearest Airport:	Champaign	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	Airport	Breakfast: Continental	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website:	www.redroof.com	Direct Billing: No	No. of Rooms: 112

Randolph County	Tax Rate: 11%	Chester
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<u>Best Western Reids Inn</u>		(618) 826-3034	Rates: Standard	\$60.00
2150 State Street		(877) 826-4701	Double	\$64.95
Chester, IL 62233		(618) 826-3034 (FAX)		
Nearest Airport:	N/A	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	N/A
Fitness:	Yes	Pool: Outdoor	Parking:	Free
Website: www.reidsinn.com		Direct Billing: Yes	No. of Rooms:	46

Madison County	Tax Rate: 13%	Collinsville
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<u>Drury Inn</u>		(618) 345-7700	Rates: Standard	\$70.00
602 Bluff Road		(800) 325-8300	Double	\$70.00
Collinsville, IL 62234		(618) 345-7700 (FAX)		
Nearest Airport:	St. Louis – 12 Miles	Amtrak: St. Louis	Restaurant:	Adjacent
Courtesy Trans:	N/A	Breakfast: Full	Meeting Cap:	50
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website: www.druryinn.com		Direct Billing: Yes	No. of Rooms:	120

<u>Fairfield Inn</u>		(618) 346-0607	Rates: Standard	\$70.00
4 Gateway Drive		(800) 228-2800	Double	\$70.00
Collinsville, IL 62234		(618) 346-0607 (FAX)		
Nearest Airport:	St. Louis – 20 Miles	Amtrak: St. Louis	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	N/A
Fitness:	No	Pool: Indoor	Parking:	Free
Website: www.marriott.com/stlcl		Direct Billing: Yes	No. of Rooms:	64

<u>Holiday Inn Collinsville/St. Louis</u>		(618) 345-2800	Rates: Standard	\$70.00
1000 Eastport Plaza Drive		(800) 551-5133	Double	\$70.00
Collinsville, IL 62234		(618) 345-9804 (FAX)		
Nearest Airport:	St. Louis – 25 Miles	Amtrak: St. Louis	Restaurant:	On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap:	500/370
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website: www.hicollinsville.com		Direct Billing: Yes	No. of Rooms:	229

Vermilion County	Tax Rate: 12%	Danville
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<u>Comfort Inn</u>		(217) 443-8004	Rates: Standard	\$55.00
383 Lynch Drive		(800) 228-5150	Double	\$55.00
Danville, IL 61834		(217) 443-8004 (FAX)		
Nearest Airport:	N/A	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	N/A
Fitness:	No	Pool: Indoor	Parking:	Free
Website: www.comfortinn.com		Direct Billing: Yes	No. of Rooms:	56

<u>Fairfield Inn</u>		(217) 443-3388	Rates: Standard	\$60.00
389 Lynch Drive		(800) 228-2800	Double	\$60.00
Danville, IL 61834		(217) 443-3388 (FAX)		
Nearest Airport:	N/A	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	30
Fitness:	No	Pool: Indoor	Parking:	Free
Website:	www.fairfieldinn.com	Direct Billing: Yes	No. of Rooms:	56

Macon County	Tax Rate: 12%	Decatur/Forsyth
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<u>Baymont Inn & Suites</u>		(217) 875-5800	Rates: Standard	\$59.00
5100 Hickory Point Frontage Road		(877) 229-6668	Double	\$59.00
Decatur, IL 62526		(217) 875-1166 (FAX)		
Nearest Airport:	Decatur	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	10
Fitness:	Yes	Pool: None	Parking:	Free
Website:	www.baymontinns.com	Direct Billing: Yes	No. of Rooms:	97

<u>Comfort Inn</u>		(217) 875-1166	Rates: Standard	\$55.00
134 Barnett Avenue		(800) 228-5150	Double	\$55.00
Forsyth, IL 62535		(217) 875-1166 (FAX)		
Nearest Airport:	Decatur – 11 Miles	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	N/A
Fitness:	No	Pool: Indoor	Parking:	Free
Website:	www.forsytheci.com	Direct Billing: Yes	No. of Rooms:	56

<u>Decatur Conference Center & Hotel</u>		(217) 422-8800	Rates: Standard	\$70.00
1491 US Highway 36 West		(877) 352-8800	Double	\$80.00
Decatur, IL 62522		(217) 875-3337 (FAX)		
Nearest Airport:	Decatur – 13 Miles	Amtrak: Springfield	Restaurant:	On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap:	1,800/800
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website:	www.hoteldecatur.com	Direct Billing: Yes	No. of Rooms:	370

<u>Fairfield Inn</u>		(217) 875-3337	Rates: Standard	\$69.98
1417 Hickory Point Drive		(800) 228-2800	Double	\$69.98
Forsyth, IL 62535		(217) 875-3337 (FAX)		
Nearest Airport:	Decatur – 9 Miles	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	N/A
Fitness:	No	Pool: Indoor	Parking:	Free
Website:	www.fairfieldinn.com	Direct Billing: Yes	No. of Rooms:	62

<u>Holiday Inn Express Hotel & Suites</u>		(217) 875-5500	Rates: Standard	\$70.00
5170 N. Wingate Drive		(800) HOLIDAY	Double	\$70.00
Decatur, IL 62526		(217) 875-5537 (FAX)		
Nearest Airport:	Decatur – 9 Miles	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Full	Meeting Cap:	50/35
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website:	N/A	Direct Billing: Yes	No. of Rooms:	81

Lee County	Tax Rate: 11%	Dixon
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<u>Comfort Inn</u>		(815) 284-0500	Rates: Standard	\$59.00
136 Plaza Drive		(800) 424-6423	Double	\$59.00
Dixon, IL 61021		(815) 288-2005 (FAX)		
Nearest Airport:	N/A	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	200/150
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website: www.cidixon.com		Direct Billing: Yes	No. of Rooms:	48

<u>Quality Inn & Suites</u>		(815) 288-2001	Rates: Standard	\$60.00
154 Plaza		(800) 424-6423	Double	\$80.00
Dixon, IL 61021		(815) 284-0509 (FAX)		
Nearest Airport:	N/A	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans:	Local Area	Breakfast: Full	Meeting Cap:	200/150
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website: www.cidixon.com		Direct Billing: Yes	No. of Rooms:	48

St. Clair County	Tax Rate: 16%	East St. Louis
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<u>Casino Queen Hotel</u>		(618) 874-5000	Rates: Standard	\$70.00
200 S. Front Street		(800) 777-0777	Double	\$70.00
East St. Louis, IL 62201		(217) 874-8404 (FAX)		
Nearest Airport:	St. Louis	Amtrak: St. Louis	Restaurant:	On-Site
Courtesy Trans:	Local Area	Breakfast: None	Meeting Cap:	355/219
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website: www.casinoqueen.com		Direct Billing: No	No. of Rooms:	157

Effingham	Tax Rate: 11%	Effingham
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<u>Hampton Inn</u>		(217) 342-4499	Rates: Standard	\$60.00
1509 Hampton Drive, Box 666		(800) HAMPTON	Double	\$65.00
Effingham, IL 62401		(217) 347-2828 (FAX)		
Nearest Airport:	St. Louis	Amtrak: 2 Miles	Restaurant:	Adjacent
Courtesy Trans:	Amtrak	Breakfast: Continental	Meeting Cap:	25
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website: www.hamptoninn.com		Direct Billing: Yes	No. of Rooms:	62

St. Clair County	Tax Rate: 11%	Fairview Heights
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<u>Drury Inn & Suites Fairview Heights</u>		(618) 398-8530	Rates: Standard	\$70.00
120 Ludwig Drive		(800) DRURYINN	Double	\$70.00
Fairview Heights, IL 62208		(618) 398-7124 (FAX)		
Nearest Airport:	St. Louis – 25 Miles	Amtrak: St. Louis	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	N/A
Fitness:	Yes	Pool: Indoor/Outdoor	Parking:	Free
Website: www.druryinn.com		Direct Billing: No	No. of Rooms:	63

<u>Stoney Creek Inn</u>		(815) 777-2223	Rates: Standard	\$60.00
940 Galena Square Drive		(800) 659-2220	Double	\$63.00
Galena, IL 61036		(815) 777-6762 (FAX)		
Nearest Airport:	15 Miles	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans:	Local Area	Breakfast: Continental	Meeting Cap:	80
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website:	www.stoneycreekinn.com	Direct Billing: Yes	No. of Rooms:	75

<u>Best Western Prairie Inn</u>		(309) 343-7151	Rates: Standard	\$60.00
I-74 & East Main Street		(866) 343-7151	Double	\$60.00
Galesburg, IL 61401		(309) 343-7168 (FAX)		
Nearest Airport:	Galesburg - 2 Miles	Amtrak: 5 Miles	Restaurant:	On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap:	300/160
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website:	www.prairieinn.biz	Direct Billing: Yes	No. of Rooms:	110

<u>Comfort Inn</u>		(309) 344-5445	Rates: Standard	\$60.00
907 W. Carl Sandburg Drive		(800) 228-5150	Double	\$60.00
Galesburg, IL 61401		(309) 344-5445 (FAX)		
Nearest Airport:	Galesburg - 2 Miles	Amtrak: 5 Miles	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	N/A
Fitness:	No	Pool: None	Parking:	Free
Website:	www.comfortinn.com	Direct Billing: Yes	No. of Rooms:	46

<u>Country Inn & Suites</u>		(309) 344-4444	Rates: Standard	\$60.00
2284 Promenade Court		(800) 456-4000	Double	\$70.00
Galesburg, IL 61401		(309) 344-4445 (FAX)		
Nearest Airport:	Galesburg	Amtrak: 4 Miles	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	30
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website:	www.countryinns.com/galesburgil	Direct Billing: Yes	No. of Rooms:	61

<u>Fairfield Inn</u>		(309) 344-1911	Rates: Standard	\$60.00
901 W. Carl Sandburg Drive		(800) 228-2800	Double	\$60.00
Galesburg, IL 61401		(309) 344-1911 (FAX)		
Nearest Airport:	Galesburg	Amtrak: 5 Miles	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	N/A
Fitness:	No	Pool: Indoor	Parking:	Free
Website:	www.fairfieldinn.com	Direct Billing: Yes	No. of Rooms:	56

<u>Holiday Inn Express</u>		(309) 343-7100	Rates: Standard \$60.00
2285 Washington Street		(800) HOLIDAY	Double \$60.00
Galesburg, IL 61401		(309) 343-7340 (FAX)	
Nearest Airport:	Galesburg	Amtrak: 3 Miles	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: N/A
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.hiexpress.com		Direct Billing: No	No. of Rooms: 72

White County	Tax Rate: 8%	Grayville
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<u>Windsor Oaks</u>		(618) 375-7930	Rates: Standard \$60.00
2200 South Court			Double \$60.00
Grayville, IL 62844		(618) 375-7339 (FAX)	
Nearest Airport:	40 Miles	Amtrak: 30 Miles	Restaurant: On-Site
Courtesy Trans:	None	Breakfast: None	Meeting Cap: 350
Fitness:	No	Pool: Indoor	Parking: Free
Website: www.windsoroaksinn.com		Direct Billing: Yes	No. of Rooms: 60

Morgan County	Tax Rate: 11%	Jacksonville
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<u>Comfort Inn</u>		(217) 245-8372	Rates: Standard \$60.00
200 Comfort Drive		(800) 424-6423	Double \$70.00
Jacksonville, IL 62650		(217) 245-9502 (FAX)	
Nearest Airport:	Springfield- 30 Miles	Amtrak: 30 Miles	Restaurant: Nearby
Courtesy Trans:	None	Breakfast: Continental	Meeting Cap: 65/48
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.choicehotels.com		Direct Billing: Yes	No. of Rooms: 70

Logan County	Tax Rate: 11%	Lincoln
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<u>Lincoln Hampton Inn</u>		(217) 732-6729	Rates: Standard \$60.00
1019 North Heitmann Drive		(800) HAMPTON	Double \$70.00
Lincoln, IL 62656		(217)732-6047 (FAX)	
Nearest Airport:	30 Miles	Amtrak: 20 Miles	Restaurant: Adjacent
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: 15
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.hamptoninn.com		Direct Billing: Yes	No. of Rooms: 64

Montgomery County	Tax Rate: 9%	Litchfield
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<u>Litchfield Hampton Inn</u>		(217) 324-4441	Rates: Standard \$60.00
11 Thunderbird Circle		(800) HAMPTON	Double \$70.00
Litchfield, IL 62056		(217) 324-4505 (FAX)	
Nearest Airport:	60 Miles	Amtrak: 20 Miles	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: 12
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.hamptoninn.com		Direct Billing: Yes	No. of Rooms: 64

Winnebago County	Tax Rate: 11%	Loves Park
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<u>Holiday Inn Express</u>		(815) 654-4100	Rates: Standard	\$70.00
7552 Park Place		(800) HOLIDAY	Double	\$70.00
Loves Park, IL 61111		(618) 654-4114 (FAX)		
Nearest Airport:	N/A	Amtrak: 30 Miles	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Full	Meeting Cap:	40/20
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website:	www.holidayinn.com	Direct Billing: Yes	No. of Rooms:	119

Williamson County	Tax Rate: 11%	Marion
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<u>Quality Inn & Suites</u>		(618) 993-6221	Rates: Standard	\$59.00
2600 West Main Street		(800) 228-5150	Double	\$59.00
Marion, IL 62959		(618) 993-8964 (FAX)		
Nearest Airport:	Williamson	Amtrak: 20 Miles	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	40/20
Fitness:	Yes	Pool: Outdoor	Parking:	Free
Website:	www.choicehotels.com	Direct Billing: Yes	No. of Rooms:	122

<u>Drury Inn</u>		(618) 997-9600	Rates: Standard	\$60.00
2706 West DeYoung		(800) DRURY	Double	\$60.00
Marion, IL 62959		(618) 997-9600 (FAX)		
Nearest Airport:	Williamson	Amtrak: N/A	Restaurant:	Adjacent
Courtesy Trans:	N/A	Breakfast: Full	Meeting Cap:	50/35
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website:	www.druryhotels.com	Direct Billing: Yes	No. of Rooms:	132

Coles County	Tax Rate: 11%	Mattoon
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<u>Baymont Inn & Suites</u>		(217) 234-2355	Rates: Standard	\$58.00
206 McFall Road		(877) BAYMONT	Double	\$58.00
Mattoon, IL 61938		(217) 234-2420 (FAX)		
Nearest Airport:	N/A	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	N/A
Fitness:	N/A	Pool: Indoor	Parking:	Free
Website:	www.baymontinns.com	Direct Billing: Yes	No. of Rooms:	63

<u>Comfort Suites</u>		(217) 235-6745	Rates: Standard	\$59.00
1408 East Broadway		(800) 424-6423	Double	\$59.00
Mattoon, IL 61938		(217) 235-0256 (FAX)		
Nearest Airport:	N/A	Amtrak: N/A	Restaurant:	Adjacent
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	25
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website:	www.comfortsuites.com/hotel/il158	Direct Billing: Yes	No. of Rooms:	70

<u>Hampton Inn</u>		(217) 235-4267	Rates: Standard \$60.00
1416 East Broadway		(800) HAMPTON	Double \$60.00
Mattoon, IL 61938		(217) 235-0256 (FAX)	
Nearest Airport:	N/A	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: N/A
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.hamptoninn.com		Direct Billing: Yes	No. of Rooms: 61

Massac County	Tax Rate: 11%	Metropolis
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<u>Baymont Inn</u>		(618) 524-5678	Rates: Standard \$50.00
203 East Front Street		(800) 550-9777	Double \$50.00
Metropolis, IL 62960		(618) 524-2225 (FAX)	
Nearest Airport:	N/A	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: N/A
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.baymontinn.com		Direct Billing: No	No. of Rooms: 120

Grundy County	Tax Rate: 10%	Morris
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<u>Comfort Inn</u>		(815) 942-1433	Rates: Standard \$60.00
70 Gore Road West		(800) 228-5150	Double \$60.00
Morris, IL 60450		(815) 942-1433 (FAX)	
Nearest Airport:	N/A	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: N/A
Fitness:	No	Pool: Indoor	Parking: Free
Website: www.comfortinn.com		Direct Billing: Yes	No. of Rooms: 50

Jefferson County	Tax Rate: 13%	Mt. Vernon
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<u>Comfort Suites</u>		(618) 244-2700	Rates: Standard \$60.00
404 South 44 th Street		(800) 424-6423	Double \$70.00
Mt. Vernon, IL 62864		(618) 244-2701 (FAX)	
Nearest Airport:	St. Louis	Amtrak: 20 Miles	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: Full	Meeting Cap: 64
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.choicehotels.com		Direct Billing: No	No. of Rooms: 80

<u>Holiday Inn</u>		(618) 244-7100	Rates: Standard \$60.00
222 Potomac Boulevard, POB 849		(800) 465-4329	Double \$60.00
Mt. Vernon, IL 62864		(618) 242-8876 (FAX)	
Nearest Airport:	Mt. Vernon	Amtrak: 25 Miles	Restaurant: Adjacent
Courtesy Trans:	N/A	Breakfast: Breakfast Bar	Meeting Cap: 600/400
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.holiday-inn.com		Direct Billing: Yes	No. of Rooms: 223

<u>Drury Inn & Suites O'Fallon</u>		(618) 624-2211	Rates: Standard \$70.00
136 Regency Park		(800) 378-7946	Double \$80.00
O'Fallon, IL 62269		(618) 624-2211 (FAX)	
Nearest Airport:	32 Miles	Amtrak: N/A	Restaurant: Adjacent
Courtesy Trans:	N/A	Breakfast: Full	Meeting Cap: 170/125
Fitness:	Yes	Pool: Indoor/Outdoor	Parking: Free
Website:	www.druryinn.com	Direct Billing: Yes	No. of Rooms: 181

<u>Extended Stay America</u>		(618) 624-1757	Rates: Standard \$59.99
154 Regency Park		(800) EXT-STAY	Double \$69.99
O'Fallon, IL 62269		(618) 632-6676 (FAX)	
Nearest Airport:	25 Miles	Amtrak: N/A	Restaurant: Adjacent
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website:	www.extendedstayhotels.com	Direct Billing: Yes	No. of Rooms: 89

<u>Super 8</u>		(815) 434-2888	Rates: Standard \$70.00
500 East Etna Road		(800) 800-8000	Double \$70.00
Ottawa, IL 61350		(815) 434-2891 (FAX)	
Nearest Airport:	N/A	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: 26
Fitness:	No	Pool: None	Parking: Free
Website:	www.super8motels.com	Direct Billing: No	No. of Rooms: 52

<u>AmericInn</u>		(309) 692-9200	Rates: Standard \$70.00
9106 North Lindbergh Drive		(309) 692-9262 (FAX)	Double \$80.00
Peoria, IL 61615			
Nearest Airport:	Peoria - 13 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: 75
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.americinnpeoria.com	Direct Billing: Yes	No. of Rooms: 85

<u>Baymont Inn & Suites</u>		(309) 692-9200	Rates: Standard \$60.00
2002 W. War Memorial Drive		(877) 229-6668	Double \$60.00
Peoria, IL 61614		(309) 686-0686 (FAX)	
Nearest Airport:	Peoria - 13 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: 75
Fitness:	Yes	Pool: Outdoor	Parking: Free
Website:	www.baymontinns.com	Direct Billing: Yes	No. of Rooms: 118

<u>Candlewood Suites</u>		(309) 691-1690	Rates: Standard \$70.00
5300 W. Landens Way		(888) 226-3539	Double \$70.00
Peoria, IL 61615		(309) 691-7798 (FAX)	
Nearest Airport:	Peoria - 10	Amtrak: N/A	Restaurant: Adjacent
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: N/A
Fitness:	Yes	Pool: None	Parking: Free
Website:	www.candlewoodsuites.com/peoriail	Direct Billing: Yes	No. of Rooms: 83

<u>Extended Stay America</u>		(309) 688-3110	Rates: Standard \$44.99
4306 North Brandywine		(800) EXT-STAY	Double \$64.99
Peoria, IL 61614		(309) 688-3070 (FAX)	
Nearest Airport:	Peoria - 10	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website:	www.extendedstayhotels.com	Direct Billing: Yes	No. of Rooms: 104

<u>The Grand Hotel</u>		(309) 686-8000	Rates: Standard \$69.00
4400 North Brandywine Drive		(877) 686-8001	Double \$79.00
Peoria, IL 61614		(309) 682-8237 (FAX)	
Nearest Airport:	Peoria - 10	Amtrak: N/A	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: Full	Meeting Cap: N/A
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	N/A	Direct Billing: Yes	No. of Rooms: 104

<u>Holiday Inn City Centre</u>		(309) 674-2500	Rates: Standard \$70.00
500 Hamilton Boulevard		(800) 474-2501	Double \$80.00
Peoria, IL 61602		(309) 674-1205 (FAX)	
Nearest Airport:	Peoria - 6 Miles	Amtrak: N/A	Restaurant: On-Site
Courtesy Trans:	Airport/Local	Breakfast: None	Meeting Cap: 1800/1000
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.hipeoria.com	Direct Billing: Yes	No. of Rooms: 319

<u>Hotel Pere Marquette</u>		(309) 637-6500	Rates: Standard \$70.00
501 Main Street		(800) 447-1676	Double \$85.00
Peoria, IL 61602		(309) 671-9445 (FAX)	
Nearest Airport:	Peoria - 15 Miles	Amtrak: N/A	Restaurant: On-Site
Courtesy Trans:	Airport	Breakfast: None	Meeting Cap: 1,100
Fitness:	Yes	Pool: None	Parking: Free
Website:	www.hotelperemarquette.com	Direct Billing: Yes	No. of Rooms: 287

<u>Jameson Inn & Suites</u>		(309) 685-2556	Rates: Standard \$70.00
4112 North Brandywine		(800) 526-3766	Double \$70.00
Peoria, IL 61614		(309) 685-6272 (FAX)	
Nearest Airport:	Peoria - 10	Amtrak: N/A	Restaurant: Adjacent
Courtesy Trans:	Airport	Breakfast: Continental	Meeting Cap: 80/50
Fitness:	Yes	Pool: Indoor/Outdoor	Parking: Free
Website:	www.jamesoninns.com	Direct Billing: Yes	No. of Rooms: 115

<u>Par-A-Dice Hotel</u>		(309) 699-7711	Rates: Standard	\$70.00
7 Blackjack Blvd		(800) 547-0711	Double	\$70.00
Peoria, IL 61614		(309)699-9317 (FAX)		
Nearest Airport:	Peoria – 7 Miles	Amtrak: 32 Miles	Restaurant:	On-Site
Courtesy Trans:	Airport	Breakfast: None	Meeting Cap:	1,000/700
Fitness:	Yes	Pool: None	Parking:	Free
Website: www.par-a-dice.com		Direct Billing: No	No. of Rooms:	202

<u>Peoria Courtyard</u>		(309) 696-1900	Rates: Standard	\$70.00
1928 W. War Memorial Drive		(800) 321-2211	Double	\$70.00
Peoria, IL 61614		(309) 696-1900 (FAX)		
Nearest Airport:	Peoria – 12 Miles	Amtrak: N/A	Restaurant:	Adjacent
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap:	80/50
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website: www.tharaldson.com		Direct Billing: Yes	No. of Rooms:	78

<u>Red Roof Inn</u>		(217) 753-4302	Rates: Standard	\$39.99
1822 W. War Memorial Drive		(800) RED-ROOF	Double	\$44.99
Peoria, IL 61614		(309) 685-3941		
Nearest Airport:	Peoria – 10 Miles	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans:	None	Breakfast: None	Meeting Cap:	N/A
Fitness:	No	Pool: None	Parking:	Free
Website: www.redroof.com		Direct Billing: No	No. of Rooms:	108

<u>Springhill Suites by Marriott</u>		(309) 681-2700	Rates: Standard	\$69.00
2701 West Lake Avenue		(888) 287-9400	Double	\$69.00
Peoria, IL 61615		(309) 681-2701 (FAX)		
Nearest Airport:	Peoria - 8	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans:	Airport	Breakfast: Continental	Meeting Cap:	70/45
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website: www.springhillpeoria.com		Direct Billing: Yes	No. of Rooms:	124

LaSalle County	Tax Rate: 10%	Peru
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<u>Fairfield Inn</u>		(815) 223-7458	Rates: Standard	\$70.00
4385 Venture Drive		(800) 228-2800	Double	\$70.00
Peru, IL 61354		(815) 223-7458 (FAX)		
Nearest Airport:	Peoria - 1.5 Miles	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	15
Fitness:	No	Pool: Indoor	Parking:	Free
Website: www.tharaldson.com		Direct Billing: Yes	No. of Rooms:	64

Adams County	Tax Rate: 14%	Quincy
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<u>Comfort Inn</u>		(217) 228-2700	Rates: Standard	\$59.00
4122 Broadway		(800) 228-5150	Double	\$59.00
Quincy, IL 62301		(217) 228-2700 (FAX)		
Nearest Airport:	Quincy – 8 Miles	Amtrak: Quincy – 3 Miles	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	N/A
Fitness:	No	Pool: Indoor	Parking:	Free
Website:	www.comfortinn.com	Direct Billing: Yes	No. of Rooms:	58

<u>Country Inn & Suites by Carlson</u>		(217) 222-8949	Rates: Standard	\$60.00
110 North 54 th Street		(800) 456-4000	Double	\$60.00
Quincy, IL 62305		(217) 228-2700 (FAX)		
Nearest Airport:	Quincy – 5 Miles	Amtrak: Quincy – 5 Miles	Restaurant:	Nearby
Courtesy Trans:	20 Mile Radius	Breakfast: Continental	Meeting Cap:	700/350
Fitness:	Yes	Pool: None	Parking:	Free
Website:	www.countryinns.com/quincyil	Direct Billing: Yes	No. of Rooms:	93

<u>Fairfield Inn</u>		(217) 223-5922	Rates: Standard	\$60.00
4315 Broadway		(800) 228-2800	Double	\$60.00
Quincy, IL 62305		(217) 223-5922 (FAX)		
Nearest Airport:	Quincy - 8 Miles	Amtrak: Quincy – 3 Miles	Restaurant:	Adjacent
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	50/50
Fitness:	No	Pool: Indoor	Parking:	Free
Website:	www.tharaldson.com	Direct Billing: Yes	No. of Rooms:	63

<u>Microtel Inn</u>		(217) 222-5620	Rates: Standard	\$60.00
200 S. 3 rd Street		(800) 771-7171	Double	\$68.00
Quincy, IL 62301		(217) 222-5621 (FAX)		
Nearest Airport:	Quincy - 10 Miles	Amtrak: Quincy – 6 Miles	Restaurant:	Nearby
Courtesy Trans:	Airport/Bus/Train	Breakfast: Continental	Meeting Cap:	250
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website:	www.microtel.com	Direct Billing: Yes	No. of Rooms:	86

Ogle County	Tax Rate: 11%	Rochelle
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<u>Baymont Inn & Suites</u>		(815) 562-9530	Rates: Standard	\$60.00
567 E. Hwy 38		(800) BAYMONT	Double	\$60.00
Rochelle, IL 61068		(815) 562-9696 (FAX)		
Nearest Airport:	Rockford – 25 Miles	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap:	25
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website:	www.baymontinns.com	Direct Billing: Yes	No. of Rooms:	59

<u>Candlewood Suites</u>		(815) 229-9300	Rates: Standard \$60.00
7555 Walton Street		(800) CANDLEWOOD	Double \$60.00
Rockford, IL 61108		(815) 229-9323 (FAX)	
Nearest Airport:	Rockford – 10 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: N/A
Fitness:	Yes	Pool: None	Parking: Free
Website: www.suitesrockford.com		Direct Billing: Yes	No. of Rooms: 66

<u>Clock Tower Resort & Conference Center</u>		(815) 398-6000	Rates: Standard \$70.00
7801 East State Street		(800) 358-7666	Double \$70.00
Rockford, IL 61125		(815) 398-8062 (FAX)	
Nearest Airport:	Rockford – 13 Miles	Amtrak: 40 Miles	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: 1,400/700
Fitness:	Yes	Pool: Indoor/Outdoor	Parking: Free
Website: www.clocktowerresort.com		Direct Billing: Yes	No. of Rooms: 245

<u>Days Inn Rockford</u>		(815) 332-4915	Rates: Standard \$54.00
220 South Lyford Road		(800) 329-7466	Double \$64.00
Rockford, IL 61108		(815) 332-4843 (FAX)	
Nearest Airport:	Rockford – 4 Miles	Amtrak: 2 Miles	Restaurant: Adjacent
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: 12
Fitness:	None	Pool: None	Parking: Free
Website: www.stayrockford.com		Direct Billing: Yes	No. of Rooms: 98

<u>Extended Stay America</u>		(815) 226-8969	Rates: Standard \$54.99
653 Clark Drive		(800) EXT-STAY	Double \$64.99
Rockford, IL 61107		(815) 226-8753 (FAX)	
Nearest Airport:	Rockford – 17 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website: www.extendedstayhotels.com		Direct Billing: Yes	No. of Rooms: 104

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

<u>Holiday Inn Rockford</u>		(815) 398-2200	Rates: Standard \$70.00
7550 E. State Street		(800) 383-7829	Double \$70.00
Rockford, IL 61108		(815) 229-3122 (FAX)	
Nearest Airport:	Rockford – 10 Miles	Amtrak: N/A	Restaurant: On Site
Courtesy Trans:	Yes	Breakfast: None	Meeting Cap: 150/80
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.holiday-inn.com/rfdil		Direct Billing: No	No. of Rooms: 202

<u>Motel 6</u>		(815) 397-8000	Rates: Standard \$54.00
7712 Potawatomi Trail		(800) 228-2800	Double \$54.00
Rockford, IL 61107		(815) 397-8183 (FAX)	
Nearest Airport:	Rockford – 13 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: N/A
Fitness:	No	Pool: Outdoor	Parking: Free
Website: www.motel6.com		Direct Billing: Yes	No. of Rooms: 131

<u>Quality Suites</u>		(815) 227-1300	Rates: Standard \$65.00
7401 Walton Street		(800) 4-CHOICE	Double \$65.00
Rockford, IL 61108		(815) 397-4669 (FAX)	
Nearest Airport:	Rockford – 8 Miles	Amtrak: N/A	Restaurant: Adjacent
Courtesy Trans:	N/A	Breakfast: Buffet	Meeting Cap: 50
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.qsrockford.com		Direct Billing: No	No. of Rooms: 95

<u>Red Roof Inn</u>		(815) 398-9750	Rates: Standard \$49.99
7434 E. State Street		(800) RED-ROOF	Double \$54.99
Rockford, IL 61108		(815) 398-9761 (FAX)	
Nearest Airport:	Rockford – 17 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	None	Breakfast: None	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website: www.redroof.com		Direct Billing: No	No. of Rooms: 108

<u>Residence Inn</u>		(815) 227-0013	Rates: Standard \$70.00
7542 Colosseum Drive		(800) 331-3131	Double \$70.00
Rockford, IL 61107		(815) 227-0013 (FAX)	
Nearest Airport:	Rockford - 7 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: Buffet	Meeting Cap: 30
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.tharaldson.com		Direct Billing: Yes	No. of Rooms: 94

<u>Staybridge Suites</u>		(815) 397-0200	Rates: Standard \$70.00
633 North Bell School Road		(800) 238-8889	Double \$70.00
Rockford, IL 61107		(815) 397-0202 (FAX)	
Nearest Airport:	Rockford – 13 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	10 Mile Radius	Breakfast: Continental	Meeting Cap: 30
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.staybridge.com/rockfordil		Direct Billing: Yes	No. of Rooms: 86

<u>Studio Plus</u>		(815) 397-8316	Rates: Standard	\$59.99
747 N. Bell School Road		(800) EXT-STAY	Double	\$69.99
Rockford, IL 61107		(815) 397-8373 (FAX)		
Nearest Airport:	O'Hare – 25 Miles	Amtrak: Glenview – 20 Miles	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap:	N/A
Fitness:	No	Pool: None	Parking:	Free
Website:	www.extendedstayhotels.com	Direct Billing: Yes	No. of Rooms:	73

<u>Sweden House Lodge</u>		(815) 398-4130	Rates: Standard	\$59.00
4605 East State Street			Double	\$59.00
Rockford, IL 61107		(815) 397-8373 (FAX)		
Nearest Airport:	O'Hare – 25 Miles	Amtrak: 5 Miles	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	250
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website:	www.swedenhouse.com	Direct Billing: Yes	No. of Rooms:	102

Whiteside County	Tax Rate: 11%	Rock Falls
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<u>Holiday Inn</u>		(815) 686-5500	Rates: Standard	\$60.00
2105 First Avenue South		(800) HOLIDAY	Double	\$60.00
Rock Falls, IL 61071		(815) 626-5501 (FAX)		
Nearest Airport:	N/A	Amtrak: NA	Restaurant:	On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap:	400
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website:	www.holidayinn.com	Direct Billing: Yes	No. of Rooms:	117

Rock Island County	Tax Rate: 14%	Rock Island/Moline
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<u>Comfort Inn</u>		(309) 762-7000	Rates: Standard	\$65.00
2600 52 nd Avenue		(800) 228-5150	Double	\$65.00
Moline, IL 61265		(309) 762-7000 (FAX)		
Nearest Airport:	Moline – 2 Miles	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans:	No	Breakfast: Continental	Meeting Cap:	N/A
Fitness:	No	Pool: Indoor	Parking:	Free
Website:	www.tharaldson.com	Direct Billing: Yes	No. of Rooms:	62

<u>Days Inn & Suites</u>		(309) 762-8300	Rates: Standard	\$70.00
6910 27 th Street		(800) DAYSINN	Double	\$70.00
Rock Island, IL 61265		(309) 762-9922 (FAX)		
Nearest Airport:	Moline –1 Mile	Amtrak: N/A	Restaurant:	Adjacent
Courtesy Trans:	Airport	Breakfast: Continental	Meeting Cap:	20
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website:	www.daysinn.com	Direct Billing: Yes	No. of Rooms:	90

<u>Holiday Inn – Rock Island</u>		(309) 794-1212	Rates: Standard \$65.00
226 17 th Street		(800) 465-4329	Double \$65.00
Rock Island, IL 61201		(309) 794-0852 (FAX)	
Nearest Airport:	Moline –10 Miles	Amtrak: N/A	Restaurant: On-Site
Courtesy Trans:	Airport	Breakfast: Continental	Meeting Cap: 400
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.holidayinn.com/rockislandil	Direct Billing: Yes	No. of Rooms: 172

<u>Super 8 Moline</u>		(309) 797-5580	Rates: Standard \$54.00
2501 52 nd Avenue		(800) 800-8000	Double \$59.00
Moline, IL 61265		(309) 797-1561 (FAX)	
Nearest Airport:	Moline – 1 Mile	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	Airport	Breakfast: Continental	Meeting Cap: 12
Fitness:	Yes	Pool: None	Parking: Free
Website:	www.staymoline.com	Direct Billing: Yes	No. of Rooms: 100

Sangamon County	Tax Rate: 12%	Springfield
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<u>Abraham Lincoln Hotel</u>		(217) 544-8800	Rates: Standard \$70.00
701 East Adams			Double \$85.00
Springfield, IL 62701		(217) 544-9607 (FAX)	
Nearest Airport:	Springfield – 3 Miles	Amtrak: Springfield	Restaurant: On-Site
Courtesy Trans:	Airport & Amtrak	Breakfast: None	Meeting Cap: 700/575
Fitness:	Yes	Pool: Indoor	Parking: 7.00/Day
Website:	www.presidentabrahamlincolnhotel.com	Direct Billing: Yes	No. of Rooms: 316

<u>Baymont Inn</u>		(217) 529-6655	Rates: Standard \$70.00
5871 South 6 th Street		(877) BAYMONT	Double \$70.00
Springfield, IL 62703		(217) 529-6510 (FAX)	
Nearest Airport:	Springfield – 9 Miles	Amtrak: Springfield	Restaurant: Nearby
Courtesy Trans:	Local Area	Breakfast: Continental	Meeting Cap: 40/20
Fitness:	Yes	Pool: Indoor/Outdoor	Parking: Free
Website:	www.baymontinns.com	Direct Billing: Yes	No. of Rooms: 75

<u>Candlewood Suites</u>		(217) 522-5100	Rates: Standard \$70.00
2501 Sunrise Drive		(800) 226-3539	Double \$70.00
Springfield, IL 62703		(217) 522-5101 (FAX)	
Nearest Airport:	Springfield – 7 Miles	Amtrak: Springfield	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: 30
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.candlewoodsuites.com	Direct Billing: Yes	No. of Rooms: 110

<u>Comfort Inn</u>		(217) 787-2250	Rates: Standard \$70.00
3442 Freedom Drive		(800) 228-5150	Double \$70.00
Springfield, IL 62704		(217) 862-2033 (FAX)	
Nearest Airport:	Springfield – 7 Miles	Amtrak: Springfield	Restaurant: Adjacent
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: N/A
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	www.choicehotels.com	Direct Billing: Yes	No. of Rooms: 66

<u>Comfort Suites</u>		(217) 753-4000	Rates: Standard \$70.00
2620 South Dirksen Parkway		(800) 434-6423	Double \$70.00
Springfield, IL 62703		(217) 753-4166 (FAX)	
Nearest Airport:	Springfield – 7 Miles	Amtrak: Springfield	Restaurant: Adjacent
Courtesy Trans:	Airport, Bus, Amtrak	Breakfast: Continental	Meeting Cap: 40
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.choicehotels.com		Direct Billing: Yes	No. of Rooms: 91

<u>Crowne Plaza</u>		(217) 529-7777	Rates: Standard \$70.00
3000 South Dirksen Parkway		(800) 2CROWNE	Double \$85.00
Springfield, IL 62703		(217) 529-6666 (FAX)	
Nearest Airport:	Springfield – 8 Miles	Amtrak: Springfield	Restaurant: On-Site
Courtesy Trans:	Airport/Train	Breakfast: None	Meeting Cap: 2,500/1,250
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.crowneplazaspringfield.com		Direct Billing: Yes	No. of Rooms: 288

<u>Days Inn</u>		(217) 529-0171	Rates: Standard \$64.00
3180 South Dirksen Parkway		(800) 329-7466	Double \$64.00
Springfield, IL 62703		(217) 529-3900 (FAX)	
Nearest Airport:	Springfield	Amtrak: Springfield	Restaurant: Adjacent
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: 65/40
Fitness:	No	Pool: Outdoor	Parking: Free
Website: www.daysinnspringfield.com		Direct Billing: Yes	No. of Rooms: 130

<u>Drury Inn & Suites</u>		(217) 529-3900	Rates: Standard \$70.00
3180 South Dirksen Parkway		(800) DRURY	Double \$104.00
Springfield, IL 62703		(217) 529-3900 (FAX)	
Nearest Airport:	Springfield - 8	Amtrak: Springfield	Restaurant: Adjacent
Courtesy Trans:	N/A	Breakfast: Buffet	Meeting Cap: 50/30
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.druryinn.com		Direct Billing: Yes	No. of Rooms: 118

<u>Hilton Garden Inn</u>		(217) 529-7171	Rates: Standard \$70.00
3100 S. Dirksen Parkway		(800) HILTONS	Double \$85.00
Springfield, IL 62703		(217) 529-7172 (FAX)	
Nearest Airport:	Springfield – 12 Miles	Amtrak: Springfield	Restaurant: On-Site
Courtesy Trans:	Airport/Amtrak	Breakfast: None	Meeting Cap: 280/190
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.springfieldil.gardeninn.com		Direct Billing: No	No. of Rooms: 117

<u>Hilton Springfield</u>		(217) 789-1530	Rates: Standard \$70.00
700 East Adams Street		(800) HILTONS	Double \$85.00
Springfield, IL 62702		(217) 789-0709 (FAX)	
Nearest Airport:	Springfield – 3 Miles	Amtrak: Springfield	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: 2,000/1,000
Fitness:	Yes	Pool: Indoor	Parking: 8.00/day
Website: www.springfieldhilton.com		Direct Billing: Yes	No. of Rooms: 360

<u>Holiday Inn Express & Suites</u>		(217) 529-7771	Rates: Standard \$70.00
3050 N. Dirksen Parkway		(800) HOLIDAY	Double \$70.00
Springfield, IL 62703		(217) 529-1777 (FAX)	
Nearest Airport:	Springfield – 8 Miles	Amtrak: Springfield	Restaurant: Adjacent
Courtesy Trans:	Airport	Breakfast: Continental	Meeting Cap: 40/20
Fitness:	Yes	Pool: None	Parking: Free
Website: www.holidayinnexpress.com		Direct Billing: Yes	No. of Rooms: 140

<u>Homestyle Inn & Suites</u>		(217) 522-1100	Rates: Standard \$55.00
500 North 1st Street			Double \$65.00
Springfield, IL 62702		(217) 753-8589 (FAX)	
Nearest Airport:	Springfield – 3 Miles	Amtrak: Springfield	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: 40
Fitness:	Yes	Pool: Outdoor	Parking: Free
Website: www.homestyleinns.com		Direct Billing: Yes	No. of Rooms: 90

<u>Microtel Inn & Suites</u>		(217) 753-2636	Rates: Standard \$69.00
2636 Sunrise Drive		(888) 771-7171	Double \$69.00
Springfield, IL 62703		(217) 753-9636 (FAX)	
Nearest Airport:	Springfield – 4 Miles	Amtrak: Springfield	Restaurant: Adjacent
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: 25
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.microtelinn.com		Direct Billing: Yes	No. of Rooms: 64

<u>Northfield Inn & Suites</u>		(217) 523-7900	Rates: Standard \$69.00
3280 Northfield Drive		(866) 577-7900	Double \$79.00
Springfield, IL 62702		(217) 577-7900 (FAX)	
Nearest Airport:	Springfield – 4 Miles	Amtrak: Springfield	Restaurant: On-Site
Courtesy Trans:	Airport/Amtrak	Breakfast: Continental	Meeting Cap: 1,600/700
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.northfieldinn.com		Direct Billing: Yes	No. of Rooms: 109

<u>Pear Tree Inn</u>		(217) 529-9100	Rates: Standard \$59.99
3190 South Dirksen Parkway		(800) AT A TREE	Double \$69.99
Springfield, IL 62703		(217) 529-9100 (FAX)	
Nearest Airport:	Springfield – 8 Miles	Amtrak: Springfield	Restaurant: Adjacent
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website: www.druryinn.com		Direct Billing: Yes	No. of Rooms: 52

<u>Ramada Springfield North</u>		(217) 523-4000	Rates: Standard \$69.00
3281 Northfield Road		(800) 2-RAMADA	Double \$79.00
Springfield, IL 62702		(217) 523-4080 (FAX)	
Nearest Airport:	Springfield – 4 Miles	Amtrak: Springfield	Restaurant: Nearby
Courtesy Trans:	Airport	Breakfast: Continental	Meeting Cap: 90/60
Fitness:	Yes	Pool: Indoor	Parking: Free
Website: www.ramada.com		Direct Billing: Yes	No. of Rooms: 97

<u>Red Roof Inn</u>		(217) 753-4302	Rates: Standard \$39.99
3200 Singer Avenue		(800) RED-ROOF	Double \$44.99
Springfield, IL 62703		(217) 529-1439 (FAX)	
Nearest Airport:	Springfield – 7 Miles	Amtrak: Springfield	Restaurant: Nearby
Courtesy Trans:	None	Breakfast: None	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website: www.redroof.com		Direct Billing: No	No. of Rooms: 108

<u>Route 66 Hotel & Conference Center</u>		(217) 529-6626	Rates: Standard \$70.00
625 E. St. Joseph Street		(800) 707-8366	Double \$70.00
Springfield, IL 62703		(217) 529-4666 (FAX)	
Nearest Airport:	Springfield –12 Miles	Amtrak: Springfield	Restaurant: On-Site
Courtesy Trans:	Springfield	Breakfast: None	Meeting Cap: 450/350
Fitness:	Yes	Pool: Outdoor	Parking: Free
Website: www.rt66hotel.com		Direct Billing: Yes	Number of Rooms: 114

<u>Sleep Inn</u>		(217) 787-6200	Rates: Standard \$70.00
3470 Freedom Drive		(800) SLEEP INN	Double \$70.00
Springfield, IL 62704		(217) 787-6200 (FAX)	
Nearest Airport:	Spfld. – 7 Miles	Amtrak: Spfld. - 6 Miles	Restaurant: Adjacent
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website: www.choicehotels.com/hotel/IL133		Direct Billing: No	No. of Rooms: 61

<u>Springfield Fairfield Inn</u>		(217) 793-9277	Rates: Standard \$70.00
3446 Freedom Drive		(800) 228-2800	Double \$70.00
Springfield, IL 62704		(217) 793-9277 (FAX)	
Nearest Airport:	Spfld. – 10 Miles	Amtrak: Spfld. –6 Miles	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap: N/A
Fitness:	No	Pool: Indoor	Parking: Free
Website: www.fairfieldinn.com/spifi		Direct Billing: No	No. of Rooms: 63

<u>State House Inn-A Clarion Collection Hotel</u>		(217) 528-5100	Rates: Standard \$70.00
101 E. Adams Street		(800) 424-6423	Double \$70.00
Springfield, IL 62701		(217) 528-4358 (FAX)	
Nearest Airport:	Springfield – 8 Miles	Amtrak: Springfield	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: Full	Meeting Cap: 90
Fitness:	Yes	Pool: None	Parking: 9.00/Day
Website: www.thestatehouseinn.com		Direct Billing: No	No. of Rooms: 125

<u>Travelodge</u>		(217) 529-5511	Rates: Standard \$42.50
3751 S. 6 th Street		(800) 578-7878	Double \$46.75
Springfield, IL 62703		(217) 529-1541 (FAX)	
Nearest Airport:	Springfield – 11 Miles	Amtrak: 4 Miles	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: 60/100
Fitness:	Yes	Pool: Outdoor	Parking: Free
Website: www.travelodge.com		Direct Billing: Yes	No. of Rooms: 93

Douglas County	Tax Rate: 11%	Tuscola
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<u>Baymont Inn & Suites</u>		(217) 253-3500	Rates: Standard	\$60.00
1006 South Line Drive		(800) 253-3500	Double	\$60.00
Tuscola, IL 61953		(217) 253-2773 (FAX)		
Nearest Airport:	25 Miles	Amtrak: 30 Miles	Restaurant:	Adjacent
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	25
Fitness:	Yes	Pool: Indoor	Parking:	Free
Website:	www.baymontinns.com	Direct Billing: Yes	No. of Rooms:	58

Monroe County	Tax Rate: 11%	Waterloo
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<u>Super 8 Motel of Waterloo</u>		(618) 939-2020	Rates: Standard	\$60.00
112 Warren Drive			Double	\$65.00
Waterloo, IL 62298		(618) 939-2029 (FAX)		
Nearest Airport:	N/A	Amtrak: N/A	Restaurant:	Adjacent
Courtesy Trans:	N/A	Breakfast: Continental	Meeting Cap:	N/A
Fitness:	Yes	Pool: None	Parking:	Free
Website:	www.super8waterloo.net	Direct Billing: Yes	No. of Rooms:	45

Franklin County	Tax Rate: 8%	Whittington
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<u>Seasons at Rend Lake</u>		(618) 629-2600	Rates: Standard	\$60.00
12575 Golf Course Road		(800) 999-0977	Double	\$69.00
Whittington, IL 62897		(618) 629-2365 (FAX)		
Nearest Airport:	N/A	Amtrak: N/A	Restaurant:	On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap:	N/A
Fitness:	No	Pool: Outdoor	Parking:	Free
Website:	www.rendlake.org	Direct Billing: No	No. of Rooms:	46

State Parks/ Lodges

Hardin County	Tax Rate: 6%	Cave-in-Rock
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<u>Cave-in-Rock Lodge</u>		(618) 289-4545	Rates: Standard	\$60.00
New State Park Rd., Box 125			Double	\$60.00
Cave-in-Rock, IL 62919		(618) 289-4544 (FAX)		
Nearest Airport:	N/A	Amtrak: N/A	Restaurant:	Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap:	N/A
Fitness:	Yes	Pool: Indoor/Outdoor	Parking:	Free
Website:	N/A		No. of rooms:	8

Clinton County	Tax Rate: 11.2%	Carlyle
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<u>Carlyle Lakefront Cottages</u>		(618) 594-3386	Rates: Standard \$60.00
20100 Hazlet Park Road		(877) 342-8862	Double \$60.00
Carlyle, IL 62231		(618) 594-3390 (FAX)	
Nearest Airport:	N/A	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: N/A
Fitness:	No	Pool: None	Parking: Free
Website:	N/A		No. of Rooms: 12

Shelby County	Tax Rate: 9%	Findlay
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<u>Eagle Creek Resort</u>		(217) 756-3456	Rates: Standard \$60.00
Eagle Creek State Park, Box 230		(800) 876-3245	Double \$60.00
Findlay, IL 62534		(217) 756-3411 (FAX)	
Nearest Airport:	N/A	Amtrak: N/A	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: N/A
Fitness:	Yes	Pool: Indoor/Outdoor	Parking: Free
Website:	N/A		No. of Rooms: 138

Jackson County	Tax Rate: 11.2%	Makanda
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<u>Giant City Lodge</u>		(618) 457-4921	Rates: Standard \$60.00
460 Giant City Lodge Road			Double \$60.00
Makanda, IL 62958		(618) 457-0228 (FAX)	
Nearest Airport:	N/A	Amtrak: N/A	Restaurant: On-Site
Courtesy Trans:	No	Breakfast: None	Meeting Cap: N/A
Fitness:	No	Pool: Outdoor	Parking: Free
Website:	N/A		No. of Rooms: 34

Lake County	Tax Rate: 11%	Zion
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<u>Illinois Beach Resort and Conference</u>		(847) 625-7300	Rates: Standard \$80.00
One Lake Front Drive			Double \$80.00
Zion, IL 60099		(847) 625-0665 (FAX)	
Nearest Airport:	N/A	Amtrak: N/A	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: N/A
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	N/A		No. of Rooms: 92

Jersey County	Tax Rate: 11%	Grafton
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<u>Pere Marquette Lodge</u>		(618) 786-2331	Rates: Standard \$60.00
Route 100, Box 429			Double \$101.50
Grafton, IL 62037		(618) 786-3498 (FAX)	
Nearest Airport:	N/A	Amtrak: N/A	Restaurant: On-Site
Courtesy Trans:	N/A	Breakfast: None	Meeting Cap: 50/100
Fitness:	Yes	Pool: Indoor	Parking: Free
Website:	N/A		No. of Rooms: 72

Ogle County	Tax Rate: 9%	Mt. Morris
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<u>White Pines Inn</u>			(815) 946-3817	Rates: Standard	\$60.00
6712 White Pines Road				Double	\$69.00
Mt. Morris	IL	61054	(815) 946-3006 (FAX)		
Nearest Airport:		N/A	Amtrak:	N/A	Restaurant: On-Site
Courtesy Trans:		N/A	Breakfast:	None	Meeting Cap: N/A
Fitness:		No	Pool:	None	Parking: Free
Website:	N/A			No. of Rooms:	25

Franklin County	Tax Rate: 11%	Whittington
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<u>Rend Lake Resort</u>			(618) 629-2211	Rates: Standard	\$60.00
11712 East Windy Lane			(800) 633-3341	Double	\$69.00
Whittington	IL	62897	(618) 629-2584 (FAX)		
Nearest Airport:		N/A	Amtrak:	N/A	Restaurant: On-Site
Courtesy Trans:		N/A	Breakfast:	None	Meeting Cap: 1000/500
Fitness:		No	Pool:	Outdoor	Parking: Free
Website:	N/A			No. of Rooms:	105

LaSalle County	Tax Rate: 9.64%	Utica
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<u>Starved Rock Lodge</u>			(815) 667-4211	Rates: Standard	\$70.00
P.O. Box 570			(800) 868-7625	Double	\$80.00
Utica	IL	61373	(815) 667-4455 (FAX)		
Nearest Airport:		N/A	Amtrak:	N/A	Restaurant: On-Site
Courtesy Trans:		N/A	Breakfast:	None	Meeting Cap: 50/100
Fitness:		No	Pool:	Indoor	Parking: Free
Website:	N/A			No. of Rooms:	94

LODGING EXCEPTIONS

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

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

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

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

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

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

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

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

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

TRANSPORTATION

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

AIRLINES

Reservation/Booking Procedures

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

- Direct via airline toll-free number – numbers for major airlines are provided on page 55.
- Direct from airline via Internet site – addresses for major airlines are provided on page 55.
- 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 drivers license or state agency issued photo ID is acceptable.

- If making a round-trip flight, be sure to obtain an itinerary and receipt. This will make the return trip easier at the security checkpoint.
- Only ticketed passengers are allowed beyond the security checkpoint.
- Travelers are advised to pack only what they need and should not pack any item that may raise suspicion or could be perceived as a dangerous object. These items would include; knives of any kind or size, mace, flammable liquids, etc. These items will be scrutinized and possibly confiscated at the security screening checkpoint. All baggage is subject to a thorough search.
- Travelers should be aware of items carried onto the plane. One carry-on bag is allowed plus one personal item (i.e., purse, briefcase, etc.). They are subject to the same screening process. Travelers should be prepared to demonstrate the operation of electronic equipment such as cell phones, lap-tops, etc.

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

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

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

Toll-Free Reservation Numbers and Internet Addresses

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

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

Springfield/Chicago Route

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

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

United Express

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

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

Reservations:

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

American Airlines

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

CAR RENTAL AGREEMENTS

The Governor's Travel Control Board currently does not have agreements for car rental. When obtaining car rental service, employees must contact three (3) vendors and obtain the most economical service based on prices, mileage included, etc.

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

Payment Method

Rentals may be paid with the Bank of America State of Illinois Travel Card, personal credit card, or in some instances, direct billed (when prearranged with companies accepting direct bill).

Listed below are the toll free numbers and internet addresses for the primary car rental companies, although any company with the lowest rate can be utilized.

COMPANY	TOLL- FREE NUMBER	INTERNET ADDRESS
Alamo	(800) 327-9633	www.alamo.com
Avis	(800) 331-1212	www.avis.com
Budget	(800) 527-0700	www.drivebudget.com
Dollar Rent A Car	(800) 800-4000	www.wv2.dollar.com
Enterprise Rent A Car	(800) 325-8007	www.enterprise.com
Hertz	(800) 654-3131	www.hertz.com
National Car Rental	(800) 227-7368	www.nationalcar.com
Thrifty	(800) 367-2277	www.thrifty.com

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 rate is \$18.00 (either direction). The State of Illinois rate of \$18.00 is available Monday through Friday. When traveling on a weekend travelers must ask for the lowest available fare. Because Amtrak frequently changes its schedule, exact departure and arrival times for the Springfield/Chicago route are not listed. Currently, Amtrak offers three (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 the Bank of America State of Illinois Travel Card, personal credit card, or cash. Amtrak does not accept direct billing methods.

Reservations:

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

Employees may use obtain additional information on Amtrak locations and routes through the Internet at www.amtrak.com. **However, the \$18.00 government fare for travel between Springfield and Chicago may not be purchased on the Internet site and is not available on Saturday and Sunday.**

TRAVEL VOUCHERS

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

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

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

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

Code	Purpose
1291	In-State Travel -- Reimbursements to Employees.
1292	Out-of-State Travel -- Reimbursements to Employees.
1293	In-State Travel -- Payments to Vendors.
1294	Out-of-State Travel -- Payments to Vendors.

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