

# A TRAVEL GUIDE FOR STATE OF ILLINOIS EMPLOYEES

**FY 2012**



*Prepared by*

**The Governor's Travel  
Control Board**

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## TRAVEL GUIDE FOR STATE EMPLOYEES

July 1, 2011

Dear State Employee,

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

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

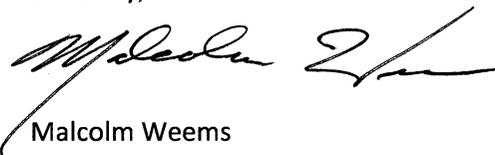
The Governor's Travel Control Board has negotiated a number of discounted agreements with travel vendors. It is important that agencies and employees take advantage of these agreements. Their use will not only help to save the State travel dollars, but will also enhance our ability to receive discounts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

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

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Thank you for your continued cooperation and support,

Sincerely,



Malcolm Weems  
Chairman  
Governor's Travel Control Board

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

July 1, 2011

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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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3000.720	Non-Required Travel

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.  
**[NOTE: P.A. 96-240 amended Section 12-2 of The State Finance Act to make any increase or decrease to the reimbursement rate effective on the same date the federal rate increases or decreases, and removed the July 1<sup>st</sup> effective date. 30 ILCS 105/12-2. Accordingly, 3000.300(f)(2) as it appears above does not reflect the current law and is subject to amendment to reflect these changes.]**

- g) Agency Heads may authorize the use of privately owned aircraft on State business.
- 1) Employees using privately owned aircraft on State business shall be duly licensed by the appropriate licensing body for the particular aircraft to be flown, shall carry insurance in at least the amount of \$500,000 combined single limit, and shall certify this to the Agency Head. Such certification shall be available for review and shall be noted on the travel voucher.
  - 2) Reimbursement for the use of privately owned aircraft may be set by individual Boards, but shall not exceed the rate set by the Federal Government pursuant to 5 U.S.C. 5707(b)(2) (1994 edition, Government Printing Office) and 41 CFR 301-4.2(a)(2), as revised (May 23, 1996, Federal Register, Vol. 61 #101, Government Printing Office). No later amendments or editions shall act to vary this rate.

**Section 3000.310 Routing**

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

**SUBPART D: LODGING**

**Section 3000.400 Lodging Allowances**

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

**Section 3000.410 Least Costly Lodging**

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

**Section 3000.420 Conference Lodging**

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

**Section 3000.430 Employee Owned or Controlled Housing**

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

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

### **Section 3000.500 Per Diem Allowances**

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

### **Section 3000.510 Meal Allowances**

- a) The meal allowances specified in Appendix A, Reimbursement Schedule are the maximums allowed by the Travel Control Boards. The Council shall review the rates annually to determine necessary adjustments.
- b) The meal allowances are given when a traveler is not eligible to receive per diem. Receipts need not be submitted to support these.
- c) Breakfast is payable when an employee is on travel status and leaves headquarters or residence (if reporting directly to the destination) at or before 6:00 a.m.
- 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**

**SUBPART A: GENERAL**

Section	
2800.100	Definitions
2800.110	Application and Interpretation

**SUBPART B: TRAVEL CONTROL SYSTEM**

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

**SUBPART C: TRANSPORTATION EXPENSES**

Section	
2800.300	Incidental Expenses for Private and State Owned Automobiles

**SUBPART D: LODGING**

Section	
2800.400	Conference Lodging
2800.410	Employee Owned or Controlled Housing

**SUBPART E: PER DIEM - MEALS**

Section	
2800.500	Conference Meals

**SUBPART F: MISCELLANEOUS RULES**

Section	
2800.600	Lack of Receipts
2800.650	Headquarter Designation for Agency Heads

## **SUBPART G: EXCEPTIONS TO THE RULES**

### Section

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

Appendix A Reimbursement Schedule

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

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

## **SUBPART A: GENERAL**

### **Section 2800.100 Definitions**

The following definitions shall apply to this Part:

"Board": The Governor's Travel Control Board

"Council": The Travel Regulation Council

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

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

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

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

- 2) Independent contractors unless made applicable under the terms of a contract between the independent contractor and a State agency.

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

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

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

### **Section 2800.210            Travel Coordinator**

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

### **Section 2800.220            Travel Authority**

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

### **Section 2800.230            Government Charge Cards**

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

### **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.

<b>Type of Reimbursement</b>	<b>Rate</b>
<u>Mileage</u>	
Auto	\$0.51/mile (effective January 1, 2011) (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)	\$146.00 *
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 \$146.00 or less for Fiscal Year 2012. Employees must contact five (5) hotels and accept the lowest rate, if the State Rate of \$146.00 cannot be obtained.

## **TRAVEL SAFETY**

### **Hotel Safety**

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

- Request a room that is not on the ground floor or accessible from the ground.
- Be aware of your baggage when you check in and out. Leaving it out of your eyesight is not a good idea.
- Use the hotel safety deposit box for your valuables. For a fee, some hotels now offer in-room safes. Use caution and common sense if you must leave needed valuables (e.g., lap-top computers, wallet/purse, cameras, etc.) in an unattended room.
- Do not reveal or display room numbers around unfamiliar people. Do not leave your room key on a restaurant table, near the pool, or around any other public area. Do not give your room key to anyone at the hotel until you check-out.
- Close the door whenever you are in your room and use all of the locking devices provided. If you wish, you may want to carry a rubber doorstop and place it under the door of your room for added security.
- Never leave your door open, even if sitting in your room or leaving for a short period of time.
- Check to see if sliding glass doors, windows, and connecting room doors are locked.
- Always lock your vehicle while parked at the hotel and do not leave valuables visibly exposed.
- Do not invite strangers to your room.
- Do not answer the door in a hotel or motel room without verifying who it is. If a person claims to be an employee, call the front desk and ask if someone from the hotel staff is supposed to have access to your room and for what purpose.
- Do not draw attention to yourself by displaying large amounts of cash, jewelry, or other valuables.
- When checking in or returning to your hotel late at night, use the main entrance. Be observant and look around before entering into large parking lots. If you wish, you may ask the hotel for an escort to your room.
- Use caution when leaving valuables in an unattended meeting room during breaks, meals, etc.
- Be aware of hotels that do not ask for identification when you ask for a new key after misplacing yours, leaving it in your room, etc. If they do not ask you for ID, they may not ask someone else either.
- Do not place the "Please Clean This Room" sign on your room door. It is a clear sign that the room is empty.
- If you observe any suspicious activity, report it at once to the hotel management.

### **Driving Safety**

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

- Always park in well lighted areas. Before exiting your car, check for suspicious persons in the area and always lock the doors. Also, backing into a parking space makes for a quicker, easier exit.
- Always have your keys in your hand when approaching your vehicle. Look underneath the car while walking toward it. Before entering, check both the front and rear seats for intruders.
- Keep doors locked and windows closed (if possible) while driving.

- Do not stop at an isolated place for any reason.
- Plan your trip in advance. If you become lost, do not broadcast it. Be very discreet and careful when asking for directions.
- When traveling to unfamiliar locations you should: 1) be sure to leave a complete and detailed itinerary with your office and/or family. If possible, call to announce safe arrival at each destination. 2) Carry maps with routes clearly marked. 3) Travel only on main roads and during daylight hours as much as possible.
- If someone "bumps" you from behind (when stopped at a light, for example), do not get out of the car if you are at all suspicious. Motion to the other driver to follow you to a police station. This is also a good procedure to follow if someone you do not know seems to be following you in a strange city.
- When renting a vehicle, ask for one with nothing on it to identify it as a rental vehicle (i.e., special license plates, company stickers, etc.). Obvious rental cars will usually identify the individual as an out-of-town traveler.
- When at a rental car counter, write all of your information down so the rental agent does not ask for it aloud (i.e., name, phone number, address, hotel, etc.).

## **LODGING**

### **Lodging Guidelines**

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

- Hotels listed in the Fiscal Year 2012 Preferred Hotel Listing must always be contacted first when seeking overnight accommodations. In general, lodging is only allowed at hotels which do not appear on the Preferred Hotel Listing if:
  - 1) the rate offered is lower than the rates of preferred hotels in the area, or
  - 2) there are no preferred hotels in the area in which lodging is required, or
  - 3) the traveler is staying at a hotel while attending a non-state sponsored conference (see Section 2800.400 of the travel rules), or
  - 4) a newly-opened hotel in the area has agreed to offer a rate which is the same or lower than that of preferred hotels in the area.
- Policies regarding lodging rate exceptions can be found in this guide. Contact your agency Travel Coordinator for applicable procedures in your agency.
- Many hotels in the Preferred Hotel Listing offer state rates based on room availability. Hotels are not obligated to always offer the "state" rate.
- Reservations should be made as far in advance as possible. Guarantee reservations when necessary. Always ask the hotel about its cancellation policy. In busier times, cancellation policies will sometimes require the traveler to cancel 72 hours in advance or be charged for the room. If you must cancel a reservation, do so before the deadline. If you make a reservation for several nights in succession, ask the hotel about their early check-out policy. Some hotels charge an early check-out fee if a guest checks out prior to their scheduled departure date.
- Always show proper identification to prove state employment when checking-in. Hotels will normally accept a state-issued ID card as sufficient identification.

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

### **Preferred Hotel Listing**

The Governor's Travel Control Board has negotiated discounted lodging rates with a total of 272 hotels. The Preferred Hotel Listing has been separated into four primary categories:

<b>AREA</b>	<b>NUMBER OF HOTELS</b>
<b>Chicago Metro</b>	
City of Chicago	33
Suburban Cook County, counties of DuPage, Kane, Lake, McHenry and Will	115
<b>Chicago Area Airports</b>	
Midway	1
O'Hare	3
<b>Downstate Illinois</b>	
City of Springfield	23
All other downstate IL areas	97

### **Hotel Services and Amenities**

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

### **Payment Methods**

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

### **Tax Rates**

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

### **Parking**

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

### **Negotiated Rates**

The negotiated rates shown are valid July 1, 2011 - June 30, 2012.

### **Internet Addresses**

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

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

## Fiscal Year 2012 Preferred Hotel Listing

<b>Cook County</b>	<b>Tax Rate: 12%</b>	<b>Alsip</b>
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<b><u>Baymont Inn Alsip</u></b>		Rates: <b>Standard \$70.00</b>
12801 S. Cicero Avenue Alsip, IL 60803	(708) 597-3900 (8) BAYMONT (708) 597-3979 (FAX)	
Nearest Airport: Midway - 8 Miles	Amtrak: Blue Island - 7 Miles	Restaurant: Nearby
Courtesy Trans: Local Area	Breakfast: Continental	Meeting Cap.: 30/20
Fitness: Yes	Pool: None	Parking: Free
Website: <a href="http://www.baymontinn.com">www.baymontinn.com</a>	Internet: Complimentary	No. of Rooms: 100

<b><u>DoubleTree Hotel Chicago Alsip</u></b>		Rates: <b>Standard \$109.00</b>
5000 W. 127th Street Alsip, IL 60803	(708)71-7300 (800) 222TREE (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: <a href="http://www.doubletree1.hilton.com">www.doubletree1.hilton.com</a>	Internet: Complimentary	No. of Rooms: 193

<b>Cook County</b>	<b>Tax Rate: 11%</b>	<b>Arlington Heights</b>
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<b><u>DoubleTree by Hilton</u></b>		Rates: <b>Standard \$109.00</b>
75 W. Algonquin Road Arlington Heights, IL 60005	(847) 364-7600 (800) 222TREE (847) 427-4298 (FAX)	
Nearest Airport: O'Hare - 8 Miles	Amtrak: Miles	Restaurant: On Site
Courtesy Trans: Airport	Breakfast: None	Meeting Cap.: 450/250
Fitness: Yes	Pool: Indoor	Parking: Free
Website: <a href="http://www.doubletreeah.com">www.doubletreeah.com</a>	Internet: Complimentary	No. of Rooms: 241

<b><u>Jameson Suites</u></b>		Rates: <b>Standard \$59.99</b>
2111 S. Arlington Heights Road Arlington Heights, IL 60005	(847) 956-1400 (800) JAMESON (847) 956-0804 (FAX)	
Nearest Airport: O'Hare - 8 Miles	Amtrak: 3 Miles	Restaurant: Adjacent
Courtesy Trans: 5 Mile Radius	Breakfast: Buffet	Meeting Cap.: 45/30
Fitness: Yes	Pool: None	Parking: Free
Website: <a href="http://www.jamesoninns.com">www.jamesoninns.com</a>	Internet: Complimentary	No. of Rooms: 114

<b><u>LaQuinta Inn Chicago Arlington Heights</u></b>		Rates: <b>Standard \$65.00</b>
14 Dundee Road Arlington Heights, IL 60004	(847) 253-8777 (800) 753-3757 (847) 818-9167 (FAX)	
Nearest Airport: O'Hare - 17 Miles	Amtrak: 4 Miles	Restaurant: Nearby
Courtesy Trans: N/A	Breakfast: Continental	Meeting Cap.: 50
Fitness: Yes	Pool: Outdoor	Parking: Free
Website: <a href="http://www.lq.com">www.lq.com</a>	Internet: Complimentary	No. of Rooms: 121

<b><u>Red Roof Inn</u></b>		Rates: <b>Standard</b> <b>\$49.99</b>
22 W. Algonquin Road Arlington Heights, IL 60005 Nearest Airport: O'Hare - 9 Miles Courtesy Trans: N/A Fitness: No Website: <a href="http://www.redroof.com">www.redroof.com</a>	(847) 228-6650 (800) REDROOF (847) 228-6709 (FAX) Amtrak: N/A Breakfast: None Pool: None Internet: Complimentary	Restaurant: Nearby Meeting Cap.: N/A Parking: Free No. of Rooms: 136

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

<b>Kane County</b>	<b>Tax Rate: 9%</b>	<b>Aurora</b>
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<b><u>Comfort Suites</u></b>		Rates: <b>Standard</b> <b>\$80.00</b>
111 North Broadway Aurora, IL 60505 Nearest Airport: Midway Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.comfortsuitesaurora.com">www.comfortsuitesaurora.com</a>	(630) 896-2800 (866) 896-2888 (630) 896-2887 (FAX) Amtrak: N/A Breakfast: Full Pool: Indoor Internet: Complimentary	Restaurant: Adjacent Meeting Cap.: 60/30 Parking: Free No. of Rooms: 82

<b>Will County</b>	<b>Tax Rate: 16%</b>	<b>Bolingbrook</b>
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<b><u>Holiday Inn</u></b>		Rates: <b>Standard</b> <b>\$76.00</b>
205 Remington Blvd. Bolingbrook, IL 60440 Nearest Airport: Midway - 17 Miles Courtesy Trans: 5 Mile Radius Fitness: Yes Website: <a href="http://www.holidayinn.com/bolingbrook">www.holidayinn.com/bolingbrook</a>	(630) 679-1600 (800) HOLIDAY (630) 679-1616 (FAX) Amtrak: N/A Breakfast: None Pool: Indoor Internet: Complimentary	Restaurant: On Site Meeting Cap.: 500/200 Parking: Free No. of Rooms: 145

<b>Lake County</b>	<b>Tax Rate: 11%</b>	<b>Buffalo Grove</b>
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<b><u>Extended Stay America Chicago - Buffalo Grove</u></b>		Rates: <b>Standard</b> <b>\$74.99</b>
1525 Busch Parkway Buffalo Grove, IL 60089 Nearest Airport: O'Hare - 20 Miles Courtesy Trans: N/A Fitness: No Website: <a href="http://www.extendedstayhotels.com">www.extendedstayhotels.com</a>	(847) 215-0641 (800) 398-7829 (847) 215-0642 (FAX) Amtrak: Glenview - 10 Miles Breakfast: None Pool: None Internet: 4.99/Day	Restaurant: Adjacent Meeting Cap.: N/A Parking: Free No. of Rooms: 123

**Chicago Marriott Southwest at Burr Ridge**

1200 Burr Ridge Parkway  
Burr Ridge, IL 60527  
Nearest Airport: Midway  
Courtesy Trans: Midway  
Fitness: Yes  
Website: [www.marriott.com/chisw](http://www.marriott.com/chisw)

(630) 986-4100  
(888) 236-2427  
(630) 986-4299 (FAX)  
Amtrak: LaGrange - 5 Miles  
Breakfast: None  
Pool: Indoor  
Internet: 13.50/Day

Rates: **Standard \$139.00**  
  
Restaurant: On Site  
Meeting Cap.: 900/450  
Parking: Free  
No. of Rooms: 184

**Extended Stay America Chicago Burr Ridge**

15 W. 122nd S. Frontage Road  
Burr Ridge, IL 60527  
Nearest Airport: Midway - 20 Miles  
Courtesy Trans: N/A  
Fitness: No  
Website: [www.extendedstayhotels.com](http://www.extendedstayhotels.com)

(630) 323-6630  
(800) EXTSTAY  
(630) 323-4337 (FAX)  
Amtrak: Hinsdale - 10 Miles  
Breakfast: None  
Pool: None  
Internet: 4.99/Day

Rates: **Standard \$69.99**  
  
Restaurant: Nearby  
Meeting Cap.: N/A  
Parking: Free  
No. of Rooms: 119

**Spring Hill Suites by Marriott**

15 W. 90 North Frontage Road  
Burr Ridge, IL 60521  
Nearest Airport: Midway - 10 Miles  
Courtesy Trans: 1 Mile Radius  
Fitness: Yes  
Website: [www.marriott.com/CHIBU](http://www.marriott.com/CHIBU)

(630) 323-7530  
(800) MARRIOTT  
(630) 323-7605 (FAX)  
Amtrak: N/A  
Breakfast: Continental  
Pool: Indoor  
Internet: Complimentary

Rates: **Standard \$79.00**  
  
Restaurant: Nearby  
Meeting Cap.: 50  
Parking: Free  
No. of Rooms: 128

**Affinia Chicago Hotel**

166 East Superior Street  
Chicago, IL 60611  
Nearest Airport: Midway - 13 Miles  
Courtesy Trans: N/A  
Fitness: Yes  
Website: [www.affinia.com](http://www.affinia.com)

(312) 787-6000  
(866) AFFINIA  
(312) 787-6133 (FAX)  
Amtrak: Union Station - 2 Miles  
Breakfast: None  
Pool: None  
Internet: 9.95/Day

Rates: **Standard \$146.00**  
  
Restaurant: On Site  
Meeting Cap.: 60/12  
Parking: 40.00/Day  
No. of Rooms: 140

**Allerton Hotel**

701 North Michigan Avenue  
Chicago, IL 60611  
Nearest Airport: Midway - 12 Miles  
Courtesy Trans: N/A  
Fitness: Yes  
Website: [www.theallertonhotel.com](http://www.theallertonhotel.com)

(312) 440-1500  
(800) 701-8111  
(312) 440-1819 (FAX)  
Amtrak: Union Station - 2 Miles  
Breakfast: None  
Pool: None  
Internet: Complimentary

Rates: **Standard \$146.00**  
  
Restaurant: On Site  
Meeting Cap.: 250/160  
Parking: 48.00/Day  
No. of Rooms: 443

<b><u>Best Western Grant Park</u></b>		Rates: <b>Standard</b> <b>\$89.00</b>
1100 South Michigan Avenue	(312) 922-2900	
Chicago, IL 60605	(800) 472-6875	
Nearest Airport: Midway - 10 Miles	(312) 922-0134 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 1.5 Miles	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: N/A
Website: <a href="http://www.bwgrantparkhotel.com">www.bwgrantparkhotel.com</a>	Pool: Outdoor	Parking: 24.00/Day
	Internet: Complimentary	No. of Rooms: 172

<b><u>Best Western River North</u></b>		Rates: <b>Standard</b> <b>\$146.00</b>
125 West Ohio	(312) 467-0800	
Chicago, IL 60610	(800) 727-0800	
Nearest Airport: Midway	(312) 467-1665 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 0.5 Miles	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: N/A
Website: <a href="http://www.rivernorthhotel.com">www.rivernorthhotel.com</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 150

<b><u>Club Quarters</u></b>		Rates: <b>Standard</b> <b>\$146.00</b>
111 W. Adams	(312) 601-3504	
Chicago, IL 60603	(312) 601-3300 (FAX)	
Nearest Airport: O'Hare - 18 Miles	Amtrak: Union Station - .5 Miles	Restaurant: On Site
Courtesy Trans: N/A	Breakfast: None	Meeting Cap.: 130/100
Fitness: Yes	Pool: None	Parking: 35.00/Day
Website: <a href="http://www.clubquarters.com">www.clubquarters.com</a>	Internet: Complimentary	No. of Rooms: 320

<b><u>Congress Plaza Hotel &amp; Convention Center</u></b>		Rates: <b>Standard</b> <b>\$146.00</b>
520 South Michigan Avenue	(312) 427-3800	
Chicago, IL 60605	(800) 635-1666	
Nearest Airport: Midway - 11 Miles	(312) 427-7264 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 1 Mile	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 750/325
Website: <a href="http://www.congressplazahotel.com">www.congressplazahotel.com</a>	Pool: None	Parking: 33.00/Day
	Internet: 7.95/Day	No. of Rooms: 870

<b><u>Crowne Plaza Chicago Metro</u></b>		Rates: <b>Standard</b> <b>\$146.00</b>
733 West Madison	(312) 829-5000	
Chicago, IL 60661	(800) 227-6963	
Nearest Airport: Midway - 13 Miles	(312) 602-2199 (FAX)	
Courtesy Trans: 1 Mile Radius	Amtrak: 2 Blocks	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 400/250
Website: <a href="http://www.thechicagometro.com">www.thechicagometro.com</a>	Pool: None	Parking: 36.00/Day
	Internet: Complimentary	No. of Rooms: 398

<b><u>DoubleTree Chicago Magnificent Mile</u></b>		Rates: <b>Standard</b> <b>\$146.00</b>
300 East Ohio Street	(312) 787-6100	
Chicago, IL 60611	(800) HILTONS	
Nearest Airport: Midway	(312) 787-6259 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station -- 2 Miles	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 700/450
Website: <a href="http://www.doubletreemagmile.com">www.doubletreemagmile.com</a>	Pool: Outdoor	Parking: 38.00/Day
	Internet: 9.95/Day	No. of Rooms: 500

<b><u>Embassy Suites</u></b>		Rates: <b>Standard \$146.00</b>
511 North Columbus Drive	(312) 836-5900	
Chicago, IL 60611	(800) EMBASSY	
Nearest Airport: Midway - 12 Miles	(312) 836-5901 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 2 Miles	Restaurant: On Site
Fitness: Yes	Breakfast: Full	Meeting Cap.: 400
Website: <a href="http://www.chicagoembassy.com">www.chicagoembassy.com</a>	Pool: Indoor	Parking: 29.00/Day
	Internet: 14.99/Day	No. of Rooms: 455

<b><u>Essex Inn</u></b>		Rates: <b>Standard \$146.00</b>
800 South Michigan Avenue	(312) 939-2800	
Chicago, IL 60605	(800) 621-6909	
Nearest Airport: Midway - 10 Miles	(312) 939-1605 (FAX)	
Courtesy Trans: Local Area	Amtrak: Union Station - 1 Mile	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 150/50
Website: <a href="http://www.essexinn.com">www.essexinn.com</a>	Pool: Indoor/Outdoor	Parking: 37.00/Day
	Internet: Complimentary	No. of Rooms: 254

<b><u>Hampton Majestic</u></b>		Rates: <b>Standard \$146.00</b>
22 West Monroe	(312) 332-5052	
Chicago, IL 60603	(800) HAMPTON	
Nearest Airport: Midway - 11 Miles	(312) 332-5051 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 1 Mile	Restaurant: On Site
Fitness: Yes	Breakfast: Full	Meeting Cap.: N/A
Website: <a href="http://www.hamptonmajestic.com">www.hamptonmajestic.com</a>	Pool: None	Parking: 42.00/Day
	Internet: Complimentary	No. of Rooms: 135

<b><u>Hard Rock Hotel Chicago</u></b>		Rates: <b>Standard \$146.00</b>
230 N. Michigan Avenue	(312) 345-1000	
Chicago, IL 60601	(312) 345-1012 (FAX)	
Nearest Airport: Midway - 16 Miles	Amtrak: 1 Mile	Restaurant: On Site
Courtesy Trans: N/A	Breakfast: None	Meeting Cap.: 300/198
Fitness: Yes	Pool: None	Parking: 48.00/Day
Website: <a href="http://www.hahotelchicago.com">www.hahotelchicago.com</a>	Internet: 9.95/Day	No. of Rooms: 381

<b><u>Hilton Chicago</u></b>		Rates: <b>Standard \$146.00</b>
720 South Michigan Avenue	(312) 922-4400	
Chicago, IL 60605	(800) HILTONS	
Nearest Airport: Midway - 10 Miles	(312) 922-5240 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 1 Mile	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 2,400/1,350
Website: <a href="http://www.hilton.com">www.hilton.com</a>	Pool: Indoor	Parking: 47.00/Day
	Internet: 14.99/Day	No. of Rooms: 1544

<b><u>Hilton Garden Inn Chicago Magnificent Mile</u></b>		Rates: <b>Standard \$146.00</b>
10 East Grand Avenue	(312) 595-0000	
Chicago, IL 60611	(800) HILTONS	
Nearest Airport: Midway - 12 Miles	(312) 595-0955 (FAX)	
Courtesy Trans: Navy Pier	Amtrak: Union Station - 2 Miles	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 250/100
Website: <a href="http://www.chicagodowntownnorth.gardeninn.com">www.chicagodowntownnorth.gardeninn.com</a>	Pool: Indoor	Parking: 44.00/Day
	Internet: Complimentary	No. of Rooms: 357

<b><u>Holiday Inn Chicago Mart Plaza</u></b>		Rates: <b>Standard \$146.00</b>
350 N. Orleans	(312) 836-5000	
Chicago, IL 60654	(800) HOLIDAY	
Nearest Airport: Midway - 12 Miles	(312) 222-9508 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 1 Mile	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 900/450
Website: <a href="http://www.martplaza.com">www.martplaza.com</a>	Pool: Indoor	Parking: 34.00/Day
	Internet: Complimentary	No. of Rooms: 521

<b><u>Holiday Inn Hotel &amp; Suites</u></b>		Rates: <b>Standard \$139.00</b>
506 W. Harrison Street	(312) 957-9100	
Chicago, IL 60607	(800) HOLIDAY	
Nearest Airport: Midway - 10 Miles	(312) 957-0474 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 0.5 Miles	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 200/100
Website: <a href="http://www.hidowntown.com">www.hidowntown.com</a>	Pool: Outdoor	Parking: 20.00/Day
	Internet: Complimentary	No. of Rooms: 145

<b><u>Hotel 71 Chicago</u></b>		Rates: <b>Standard \$146.00</b>
71 East Wacker Drive	(312) 346-7100	
Chicago, IL 60601	(800) 621-4005	
Nearest Airport: Midway - 12 Miles	(312) 346-1721 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 1 Mile	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 250/120
Website: <a href="http://www.hotel71.com">www.hotel71.com</a>	Pool: None	Parking: 45.00/Day
	Internet: Complimentary	No. of Rooms: 356

<b><u>Hotel Allegro</u></b>		Rates: <b>Standard \$146.00</b>
171 West Randolph	(312) 236-0123	
Chicago, IL 60601	(800) 643-1500	
Nearest Airport: Midway - 11 Miles	(312) 236-0917 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 1 Mile	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 400/150
Website: <a href="http://www.kimptonhotels.com">www.kimptonhotels.com</a>	Pool: None	Parking: 48.00/Day
	Internet: Complimentary	No. of Rooms: 483

<b><u>Hotel Blake Chicago</u></b>		Rates: <b>Standard \$146.00</b>
500 S. Dearborn Street	(312) 986-1234	
Chicago, IL 60605	(312) 939-2468 (FAX)	
Nearest Airport: Midway - 12 Miles	Amtrak: Union Station	Restaurant: On Site
Courtesy Trans: N/A	Breakfast: Continental	Meeting Cap.: 75/50
Fitness: Yes	Pool: None	Parking: 44.00/Day
Website: <a href="http://www.hotelblake.com">www.hotelblake.com</a>	Internet: Complimentary	No. of Rooms: 151

<b><u>Hotel Sax</u></b>		Rates: <b>Standard \$146.00</b>
333 N. Dearborn Street	(312) 245-0333	
Chicago, IL 60610	(800) 235-6397	
Nearest Airport: Midway - 11 Miles	(312) 923-2466 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 1 Mile	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 100/50
Website: <a href="http://www.thompsonhotels.com">www.thompsonhotels.com</a>	Pool: None	Parking: 52.00/Day
	Internet: 10.95/Day	No. of Rooms: 354

<b><u>Inn of Chicago</u></b>		Rates: <b>Standard \$143.00</b>
162 East Ohio	(312) 787-3100	
Chicago, IL 60611	(800) 557-2378	
Nearest Airport: Midway - 12 Miles	(312) 573-3136 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 1 Mile	Restaurant: Nearby
Fitness: Yes	Breakfast: None	Meeting Cap.: 150/100
Website: <a href="http://www.innofchicago.com">www.innofchicago.com</a>	Pool: None	Parking: 41.00/Day
	Internet: 9.95/Day	No. of Rooms: 357

<b><u>LaQuinta Inn &amp; Suites - Chicago Downtown</u></b>		Rates: <b>Standard \$146.00</b>
1 S. Franklin Street	(312) 558-1020	
Chicago, IL 60606	(800) 753-3757	
Nearest Airport: Midway	(312) 558-1014 (FAX)	
Courtesy Trans: N/A	Amtrak: 4 Blocks	Restaurant: Adjacent
Fitness: Yes	Breakfast: Full	Meeting Cap.: 80/60
Website: <a href="http://www.lq.com">www.lq.com</a>	Pool: Indoor	Parking: 36.00/Day
	Internet: Complimentary	No. of Rooms: 241

<b><u>Palmer House Hilton</u></b>		Rates: <b>Standard \$146.00</b>
17 E. Monroe	(312) 726-7500	
Chicago, IL 60605	(800) HILTONS	
Nearest Airport: Midway - 11 Miles	(312) 263-2556 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 1 Mile	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 400/220
Website: <a href="http://www.hilton.com">www.hilton.com</a>	Pool: Indoor	Parking: 45.00/Day
	Internet: 14.99/Day	No. of Rooms: 1639

<b><u>Red Roof Inn</u></b>		Rates: <b>Standard \$109.99</b>
162 E. Ontario Street	(312) 787-3580	
Chicago, IL 60611	(800) REDROOF	
Nearest Airport: O'Hare - 15 Miles	(312) 787-1299 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station	Restaurant: Adjacent
Fitness: No	Breakfast: None	Meeting Cap.: N/A
Website: <a href="http://www.redroof.com">www.redroof.com</a>	Pool: None	Parking: 36.00/Day
	Internet: Complimentary	No. of Rooms: 195

<b><u>Seneca Hotel &amp; Suites</u></b>		Rates: <b>Standard \$146.00</b>
200 E. Chestnut	(312) 787-8900	
Chicago, IL 60611	(800) 800-6261	
Nearest Airport: Midway - 13 Miles	(312) 988-4438 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 2 Miles	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 75/40
Website: <a href="http://www.senecahotel.com">www.senecahotel.com</a>	Pool: None	Parking: 48.00/Day
	Internet: Complimentary	No. of Rooms: 200

<b><u>Sheraton Chicago Hotel &amp; Towers</u></b>		Rates: <b>Standard \$146.00</b>
301 East North Water Street	(312) 464-1000	
Chicago, IL 60611	(800) 233-4100	
Nearest Airport: Midway - 12 Miles	(312) 464-9140 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 2 Miles	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 4,800
Website: <a href="http://www.sheratonchicago.com">www.sheratonchicago.com</a>	Pool: Indoor	Parking: 51.00/Day
	Internet: 9.95/Day	No. of Rooms: 1209

<b><u>Swissotel</u></b>		Rates: <b>Standard \$146.00</b>
323 East Wacker Drive	(312) 565-0565	
Chicago, IL 60601	(888)-73SWISS	
Nearest Airport: Midway - 12 Miles	(312) 565-0540 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 2 Miles	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 500/375
Website: <a href="http://www.swissotel.com">www.swissotel.com</a>	Pool: Indoor	Parking: 52.00/Day
	Internet: Complimentary	No. of Rooms: 661

<b><u>Tremont Hotel Chicago</u></b>		Rates: <b>Standard \$146.00</b>
100 East Chestnut	(312) 924-2511	
Chicago, IL 60611	(888) 627-8281	
Nearest Airport: Midway - 13 Miles	(312) 943-5480 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 1.5 Miles	Restaurant: On Site
Fitness: No	Breakfast: Continental	Meeting Cap.: 125
Website: <a href="http://www.starwoodhotels.com">www.starwoodhotels.com</a>	Pool: None	Parking: 49.00/Day
	Internet: Complimentary	No. of Rooms: 135

<b><u>W Chicago City Center</u></b>		Rates: <b>Standard \$146.00</b>
172 West Adams Street	(312) 332-1200	
Chicago, IL 60603	(877) WHOTELS	
Nearest Airport: Midway - 11 Miles	(312) 332-5909 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 1 Mile	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 100
Website: <a href="http://www.whotels.com">www.whotels.com</a>	Pool: None	Parking: 53.00/Day
	Internet: 14.95/Day	No. of Rooms: 377

<b><u>W Chicago Lakeshore</u></b>		Rates: <b>Standard \$146.00</b>
644 N. Lakeshore Drive	(312) 943-9200	
Chicago, IL 60611	(877) WHOTELS	
Nearest Airport: Midway - 13 Miles	(312) 943-8077 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 220
Website: <a href="http://www.whotels.com">www.whotels.com</a>	Pool: Indoor	Parking: 53.00/Day
	Internet: 14.95/Day	No. of Rooms: 525

<b><u>Westin Chicago River North</u></b>		Rates: <b>Standard \$146.00</b>
320 North Dearborn Avenue	(312) 744-1900	
Chicago, IL 60610	(800) 233-4100	
Nearest Airport: Midway - 12 Miles	(312) 527-2550 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 1 Mile	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 700
Website: <a href="http://www.westinchicago.com">www.westinchicago.com</a>	Pool: None	Parking: 52.00/Day
	Internet: 9.95/Day	No. of Rooms: 424

<b><u>Westin Michigan Avenue</u></b>		Rates: <b>Standard \$146.00</b>
909 North Michigan Avenue	(312) 943-7200	
Chicago, IL 60611	(800) WESTIN1	
Nearest Airport: Midway	(312) 943-9347 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 2 Miles	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 1,500/750
Website: <a href="http://www.westin.com/michiganave">www.westin.com/michiganave</a>	Pool: None	Parking: 53.00/Day
	Internet: 12.95/Day	No. of Rooms: 752

<b><u>WIT Hotel</u></b>		Rates: <b>Standard</b> <b>\$146.00</b>
201 N. State Street	(312) 467-0200	
Chicago, IL 60601	(866) 318-1514	
Nearest Airport: Midway - 11 Miles	(312) 467-0202 (FAX)	
Courtesy Trans: N/A	Amtrak: Union Station - 1 Mile	Restaurant: On Site
Fitness: Yes	Breakfast: Continental	Meeting Cap.: 200/140
Website: <a href="http://www.thewithotel.com">www.thewithotel.com</a>	Pool: None	Parking: 48.00/Day
	Internet: 15.00/Day	No. of Rooms: 278

<b>McHenry County</b>	<b>Tax Rate: 11%</b>	<b>Crystal Lake</b>
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<b><u>Comfort Inn</u></b>		Rates: <b>Standard</b> <b>\$69.00</b>
595 E. Tracy Trail	(815) 444-0040	
Crystal Lake, IL 60014	(800) 4CHOICE	
Nearest Airport: O'Hare - 41 Miles	(815) 444-6911 (FAX)	
Courtesy Trans: Local Area	Amtrak: 1 Mile	Restaurant: Nearby
Fitness: Yes	Breakfast: Full	Meeting Cap.: N/A
Website: <a href="http://www.comfortinncrystallake.com">www.comfortinncrystallake.com</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 57

<b><u>Country Inn &amp; Suites</u></b>		Rates: <b>Standard</b> <b>\$80.00</b>
600 Tracy Trail	(815) 477-3500	
Crystal Lake, IL 60014	(800) 456-4000	
Nearest Airport: O'Hare - 35 Miles	(815) 477-0189 (FAX)	
Courtesy Trans: N/A	Amtrak: Chicago - 45 Miles	Restaurant: Nearby
Fitness: Yes	Breakfast: Full	Meeting Cap.: 80/50
Website: <a href="http://www.countryinns.com">www.countryinns.com</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 80

<b>DuPage County</b>	<b>Tax Rate: 11%</b>	<b>Darien</b>
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<b><u>Extended Stay America Chicago Darien</u></b>		Rates: <b>Standard</b> <b>\$74.99</b>
2345 Sokol Court	(630) 985-4708	
Darien, IL 60561	(800) EXTSTAY	
Nearest Airport: Midway - 15 Miles	(FAX)	
Courtesy Trans: N/A	Amtrak: Union Station	Restaurant: Nearby
Fitness: No	Breakfast: None	Meeting Cap.: None
Website: <a href="http://www.extendedstayhotels.com">www.extendedstayhotels.com</a>	Pool: None	Parking: Free
	Internet: 4.99/Day	No. of Rooms: 104

<b>Cook County</b>	<b>Tax Rate: 12%</b>	<b>Deerfield</b>
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<b><u>Red Roof Inn</u></b>		Rates: <b>Standard</b> <b>\$49.99</b>
340 S. Waukegan Road	(847) 205-1755	
Deerfield, IL 60015	(800) REDROOF	
Nearest Airport: O'Hare - 13 Miles	(847) 205-1891 (FAX)	
Courtesy Trans: N/A	Amtrak: N/A	Restaurant: Nearby
Fitness: No	Breakfast: None	Meeting Cap.: 20
Website: <a href="http://www.redroof.com">www.redroof.com</a>	Pool: None	Parking: Free
	Internet: Complimentary	No. of Rooms: 117

**Comfort Inn O'Hare**

2175 E. Touhy Avenue  
Des Plaines, IL 60018  
Nearest Airport: O'Hare - 4 Miles  
Courtesy Trans: Airport  
Fitness: Yes  
Website: [www.ohare-comfortinn.com](http://www.ohare-comfortinn.com)

(847) 635-1300  
(800) 4CHOICE  
(847) 635-7572 (FAX)  
Amtrak: N/A  
Breakfast: Full  
Pool: Indoor  
Internet: Complimentary

Rates: **Standard \$99.99**

Restaurant: On Site  
Meeting Cap.: 100/60  
Parking: Free  
No. of Rooms: 146

**Extended Stay America**

3150 Finley Road  
Downers Grove, IL 60515  
Nearest Airport: O'Hare  
Courtesy Trans: N/A  
Fitness: No  
Website: [www.extendedstayhotels.com](http://www.extendedstayhotels.com)

(630) 810-4124  
(800) 398-7829  
(630) 810-9285 (FAX)  
Amtrak: Union Station  
Breakfast: None  
Pool: None  
Internet: 4.99/Day

Rates: **Standard \$69.99**

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

**Red Roof Inn**

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

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

Rates: **Standard \$49.99**

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

**Country Inn & Suites**

2270 Point Boulevard  
Elgin, IL 60123  
Nearest Airport: O'Hare - 26 Miles  
Courtesy Trans: 3 Mile Radius  
Fitness: Yes  
Website: [www.countryinns.com/elginil](http://www.countryinns.com/elginil)

(847) 426-6400  
(847) 426-6410 (FAX)  
Amtrak: 5 Miles  
Breakfast: Continental  
Pool: Indoor  
Internet: Complimentary

Rates: **Standard \$75.00**

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

**Hampton Inn**

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

(847) 931-1940  
(800) HAMPTON  
(847) 931-5190 (FAX)  
Amtrak: N/A  
Breakfast: Full  
Pool: Indoor  
Internet: Complimentary

Rates: **Standard \$80.00**

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

**Quality Inn**

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

(847) 608-7300  
 (800) 4CHOICE  
 (847) 931-4894 (FAX)  
 Amtrak: Elgin - 3 Miles  
 Breakfast: Continental  
 Pool: None  
 Internet: Complimentary

Rates: **Standard \$65.00**  
 Restaurant: Nearby  
 Meeting Cap.: 10  
 Parking: Free  
 No. of Rooms: 78

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

1160 W. Devon Avenue  
 Elk Grove Village, IL 60007  
 Nearest Airport: O'Hare  
 Courtesy Trans: Airport  
 Fitness: Yes  
 Website: [www.countryinns.com](http://www.countryinns.com)

(847) 985-0101  
 (847) 985-0202 (FAX)  
 Amtrak: Union Station - 22 Miles  
 Breakfast: Full  
 Pool: Outdoor  
 Internet: Complimentary

Rates: **Standard \$89.00**  
 Restaurant: On-Site  
 Meeting Cap.: 1000  
 Parking: Free  
 No. of Rooms: 104

**La Quinta Inn Chicago O'Hare**

1900 E. Oakton Street  
 Elk Grove Village, IL 60007  
 Nearest Airport: O'Hare - 7 Miles  
 Courtesy Trans: Local Area  
 Fitness: Yes  
 Website: [www.laquinta.com](http://www.laquinta.com)

(847) 439-6767  
 (800) 531-5900  
 (847) 439-5464 (FAX)  
 Amtrak: N/A  
 Breakfast: Continental  
 Pool: Outdoor  
 Internet: Complimentary

Rates: **Standard \$65.00**  
 Restaurant: Adjacent  
 Meeting Cap.: 20  
 Parking: Free  
 No. of Rooms: 141

**Super 8 Motel**

2951 Touhy Avenue  
 Elk Grove Village, IL 60007  
 Nearest Airport: O'Hare  
 Courtesy Trans: Local Area  
 Fitness: Yes  
 Website: [www.super8ohare.com](http://www.super8ohare.com)

(847) 827-3233  
 (800) 800-8000  
 (847) 827-3246 (FAX)  
 Amtrak: N/A  
 Breakfast: Continental  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$56.99**  
 Restaurant: Nearby  
 Meeting Cap.: 50/100  
 Parking: Free  
 No. of Rooms: 95

**DuPage County****Tax Rate: 10%****Elmhurst****Courtyard Elmhurst**

370 North Route 83  
 Elmhurst, IL 60126  
 Nearest Airport: O'Hare - 10 Miles  
 Courtesy Trans: N/A  
 Fitness: Yes  
 Website: [www.courtyardelmhurst.com](http://www.courtyardelmhurst.com)

(630) 941-9444  
 (800) 228-9290  
 (630) 941-3539 (FAX)  
 Amtrak: 2 Miles  
 Breakfast: None  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$80.00**  
 Restaurant: Nearby  
 Meeting Cap.: 90/60  
 Parking: Free  
 No. of Rooms: 140

<b><u>Extended Stay America Elmhurst</u></b>		Rates: <b>Standard</b> <b>\$69.99</b>
550 W. Grand Avenue	(630) 530-4353	
Elmhurst, IL 60127	(800) 398-7829	
Nearest Airport: O'Hare - 9 Miles	(630) 530-4345 (FAX)	
Courtesy Trans: N/A	Amtrak: Glenview - 4 Miles	Restaurant: Adjacent
Fitness: No	Breakfast: None	Meeting Cap.: N/A
Website: <a href="http://www.extendedstay.com">www.extendedstay.com</a>	Pool: None	Parking: Free
	Internet: 4.99/Day	No. of Rooms: 117

<b><u>The Waverton Hotel</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
624 North York Road	(630) 279-1100	
Elmhurst, IL 60126	(888) 902-2048	
Nearest Airport: O'Hare - 6 Miles	(630) 279-4038 (FAX)	
Courtesy Trans: Local	Amtrak: N/A	Restaurant: On Site
Fitness: Yes	Breakfast: Continental	Meeting Cap.: 200/100
Website: <a href="http://www.thewavertonhotel.com">www.thewavertonhotel.com</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 210

<b>Cook County</b>	<b>Tax Rate: 13.5%</b>	<b>Evanston</b>
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<b><u>Best Western University Plaza</u></b>		Rates: <b>Standard</b> <b>\$109.00</b>
1501 Sherman Avenue	(847) 491-6400	
Evanston, IL 60201	(800) EVANSTON	
Nearest Airport: O'Hare - 15 Miles	(847) 328-3090 (FAX)	
Courtesy Trans: 5 Mile Radius	Amtrak: N/A	Restaurant: Nearby
Fitness: Yes	Breakfast: Continental	Meeting Cap.: 225
Website: <a href="http://www.bwuniversityplaza.com">www.bwuniversityplaza.com</a>	Pool: Outdoor	Parking: 14.00/Day
	Internet: Complimentary	No. of Rooms: 159

<b><u>Hilton Orrington/Evanston</u></b>		Rates: <b>Standard</b> <b>\$129.00</b>
1710 Orrington Avenue	(847) 866-8700	
Evanston, IL 60201	(800) 445-8667	
Nearest Airport: O'Hare	(847) 556-7947 (FAX)	
Courtesy Trans: N/A	Amtrak: Chicago - 15 Miles	Restaurant: On Site
Fitness: No	Breakfast: None	Meeting Cap.: 550/360
Website: <a href="http://www.hotellorrrington.com">www.hotellorrrington.com</a>	Pool: None	Parking: 22.00/Day
	Internet: Complimentary	No. of Rooms: 269

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

**Courtyard Glenview**

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

(847) 803-2500  
 (800) 321-2211  
 (847) 803-2520 (FAX)  
 Amtrak: N/A  
 Breakfast: Full  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard** **\$89.00**

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

**Fairfield Inn**

West Lake Avenue  
 Glenview, IL 60025  
 Nearest Airport: O'Hare - 10 Miles  
 Courtesy Trans: N/A  
 Fitness: Yes  
 Website: [www.fairfieldinn.com](http://www.fairfieldinn.com)

(847) 299-1600  
 (877) 299-2512  
 (847) 803-9943 (FAX)  
 Amtrak: 3 Miles  
 Breakfast: Continental  
 Pool: Outdoor  
 Internet: Complimentary

Rates: **Standard** **\$79.00**

Restaurant: Adjacent  
 Meeting Cap.: 45  
 Parking: Free  
 No. of Rooms: 134

**Travelodge Glenview**

1625 Milwaukee Avenue  
 Glenview, IL 60025  
 Nearest Airport: O'Hare  
 Courtesy Trans: N/A  
 Fitness: Yes  
 Website:

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

Rates: **Standard** **\$65.00**

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

**Wyndham Glenview Suites**

1400 Milwaukee Avenue  
 Glenview, IL 60025  
 Nearest Airport: O'Hare - 7 Miles  
 Courtesy Trans: Local Area  
 Fitness: Yes  
 Website: [www.wyndhamglenviewsuiteshotel.com](http://www.wyndhamglenviewsuiteshotel.com)

(847) 803-9800  
 (800) WYNDHAM  
 (847) 803-0380 (FAX)  
 Amtrak: N/A  
 Breakfast: Full  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard** **\$119.00**

Restaurant: On Site  
 Meeting Cap.: 500/240  
 Parking: Free  
 No. of Rooms: 253

**Extended Stay America Chicago Gurnee**

5724 Northridge Drive  
 Gurnee, IL 60031  
 Nearest Airport: N/A  
 Courtesy Trans: N/A  
 Fitness: No  
 Website: [www.extendedstayhotels.com](http://www.extendedstayhotels.com)

(847) 662-3060  
 (800) EXTSTAY  
 (847) 662-3317 (FAX)  
 Amtrak: N/A  
 Breakfast: None  
 Pool: None  
 Internet: 4.99/Day

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

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

<b><u>Gurnee Comfort Inn</u></b>		Rates: <b>Standard</b> <b>\$55.00</b>
6080 Gurnee Mills Circle E. Gurnee, IL 60031 Nearest Airport: O'Hare - 35 Miles Courtesy Trans: N/A Fitness: No Website: <a href="http://www.tharaldson.com">www.tharaldson.com</a>	(847) 855-8866 (800) 424-6423 (847) 855-8866 (FAX) Amtrak: N/A Breakfast: Continental Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 10 Parking: Free No. of Rooms: 63

<b>Dupage County</b>	<b>Tax Rate: 9%</b>	<b>Hanover Park</b>
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<b><u>Extended Stay America Chicago -Hanover Park</u></b>		Rates: <b>Standard</b> <b>\$69.99</b>
1075 Lake Street Hanover Park, IL 60133 Nearest Airport: O'Hare - 25 Miles Courtesy Trans: N/A Fitness: No Website: <a href="http://www.extendedstayhotels.com">www.extendedstayhotels.com</a>	(630) 893-4823 (800) 398-7829 (630) 893-4824 (FAX) Amtrak: Union Station - 25 Miles Breakfast: None Pool: None Internet: 4.99/Day	Restaurant: Nearby Meeting Cap.: N/A Parking: Free No. of Rooms: 104

<b>Cook County</b>	<b>Tax Rate: 9%</b>	<b>Hillside</b>
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<b><u>Extended Stay America Chicago - Hillside</u></b>		Rates: <b>Standard</b> <b>\$74.99</b>
4575 Frontage Road Hillside, IL 60162 Nearest Airport: O'Hare - 25 Miles Courtesy Trans: N/A Fitness: No Website: <a href="http://www.extendedstayhotels.com">www.extendedstayhotels.com</a>	(708) 544-4409 (800) 398-7829 (708) 544-4611 (FAX) Amtrak: Union Station - 20 Miles Breakfast: None Pool: None Internet: 4.99/Day	Restaurant: Nearby Meeting Cap.: N/A Parking: Free No. of Rooms: 122

<b>Cook County</b>	<b>Tax Rate: 11.98%</b>	<b>Hoffman Estates</b>
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<b><u>Candlewood Suites</u></b>		Rates: <b>Standard</b> <b>\$64.99</b>
2875 Greenspoint Pkwy. Hoffman Estates, IL 60169 Nearest Airport: O'Hare - 17 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.candlewoodsuites.com">www.candlewoodsuites.com</a>	(847) 490-1686 (847) 490-1696 (FAX) Amtrak: 6 Miles Breakfast: None Pool: None Internet: Complimentary	Restaurant: Nearby Meeting Cap.: N/A Parking: Free No. of Rooms: 122

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

**Extended Stay America Chicago - Itasca**

1181 N. Rohlwing Road Itasca, IL 60143 Nearest Airport: O'Hare - 20 Miles Courtesy Trans: N/A Fitness: No Website: <a href="http://www.extendedstayhotels.com">www.extendedstayhotels.com</a>	(630) 250-1111 (800) 398-7829 (630) 250-0055 (FAX) Amtrak: Union Station - 25 Miles Breakfast: None Pool: None Internet: 4.99/Day	Rates: <b>Standard \$74.99</b>  Restaurant: Nearby Meeting Cap.: N/A Parking: Free No. of Rooms: 125
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**Hampton Inn Joliet I-80**

1521 Riverboat Center Drive Joliet, IL 60436 Nearest Airport: Midway - 36 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.jolieti80.hamptoninn.com">www.jolieti80.hamptoninn.com</a>	(815) 725-2424 (800) HAMPTON (815) 725-3110 (FAX) Amtrak: Joliet - 5 Miles Breakfast: Buffet Pool: Indoor Internet: Complimentary	Rates: <b>Standard \$80.00</b>  Restaurant: Nearby Meeting Cap.: None Parking: Free No. of Rooms: 88
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**Holiday Inn Hotel & Joliet Convention Center**

411 South Larkin Avenue Joliet, IL 60436 Nearest Airport: Midway - 34 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.holidayinn.com">www.holidayinn.com</a>	(815) 729-2000 (800) HOLIDAY (815) 729-4231 (FAX) Amtrak: Joliet - 3 miles Breakfast: None Pool: Outdoor Internet: Complimentary	Rates: <b>Standard \$80.00</b>  Restaurant: On Site Meeting Cap.: 1,120/728 Parking: Free No. of Rooms: 200
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**Red Roof Inn**

1750 McDonough Street Joliet, IL 60436 Nearest Airport: Midway - 40 Miles Courtesy Trans: N/A Fitness: No Website: <a href="http://www.redroof.com">www.redroof.com</a>	(815) 741-2304 (800) REDROOF (815) 741-2330 (FAX) Amtrak: Joliet - 3 Miles Breakfast: None Pool: None Internet: Complimentary	Rates: <b>Standard \$49.99</b>  Restaurant: Nearby Meeting Cap.: N/A Parking: Free No. of Rooms: 108
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**Super 8 - Prospect Heights**

540 Milwaukee Avenue Kewanee, IL 60070 Nearest Airport: O'Hare Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.super8prospectheights.com">www.super8prospectheights.com</a>	(847) 494-0545 (800) 800-8000 (847) 459-8639 (FAX) Amtrak: Prospect Heights - 4 Miles Breakfast: Continental Pool: None Internet: Complimentary	Rates: <b>Standard \$53.10</b>  Restaurant: Nearby Meeting Cap.: 12 Parking: Free No. of Rooms: 120
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**Extended Stay America Chicago Lansing**

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

(708) 895-6402  
(800) EXTSTAY  
(708) 895-9259 (FAX)  
Amtrak: 5 Miles  
Breakfast: None  
Pool: None  
Internet: 4.99/Day

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

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

**Red Roof Inn**

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

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

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

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

**Extended Stay Lisle**

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

(630) 434-7710  
(800) EXTSTAY  
(630) 434-7756 (FAX)  
Amtrak: 2 Miles  
Breakfast: None  
Pool: None  
Internet: 4.99/Day

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

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

**Hilton Lisle Naperville**

3003 Corporate West Drive  
Lisle, IL 60532  
Nearest Airport: O'Hare - 23 Miles  
Courtesy Trans: 3 Mile Radius  
Fitness: Yes  
Website: [www.lislenaperville.hilton.com](http://www.lislenaperville.hilton.com)

(630) 505-0900  
(800) HILTONS  
(630) 245-7647 (FAX)  
Amtrak: Naperville - 3 Miles  
Breakfast: None  
Pool: Indoor  
Internet: Complimentary

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

Restaurant: On Site  
Meeting Cap.: 700  
Parking: Free  
No. of Rooms: 309

**Marriott Hickory Ridge Conference Hotel**

1195 Summerhill Road  
Lisle, IL 60532  
Nearest Airport: Midway  
Courtesy Trans: 5 Mile Radius  
Fitness: Yes  
Website: [www.marriott.com/property/propertypage/chihr](http://www.marriott.com/property/propertypage/chihr)

(630) 971-5000  
(800) 334-0344  
(630) 971-6956 (FAX)  
Amtrak: Naperville  
Breakfast: Full  
Pool: Indoor  
Internet: Complimentary

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

Restaurant: On Site  
Meeting Cap.: 350  
Parking: Free  
No. of Rooms: 383

**Wyndham Lisle-Chicago Hotel & Meeting Center**

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

(630) 505-1000  
 (800) WYNDHAM  
 (630) 505-1165 (FAX)  
 Amtrak: Naperville - 3 Miles  
 Breakfast: None  
 Pool: Indoor  
 Internet: 9.95/Day

Rates: **Standard \$80.00**  
 Restaurant: On Site  
 Meeting Cap.: 1,500/800  
 Parking: Free  
 No. of Rooms: 242

**DuPage County****Tax Rate: 11%****Lombard****Comfort Suites Lombard**

530 West North Avenue  
 Lombard, IL 60148  
 Nearest Airport: O'Hare - 17 Miles  
 Courtesy Trans: N/A  
 Fitness: Yes  
 Website: [www.comfortsuites.com](http://www.comfortsuites.com)

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

Rates: **Standard \$79.00**  
 Restaurant: Nearby  
 Meeting Cap.: 50  
 Parking: Free  
 No. of Rooms: 66

**Embassy Suites Hotel Chicago Lombard Oak Brook**

707 E. Butterfield Road  
 Lombard, IL 60148  
 Nearest Airport: Midway - 15 Miles  
 Courtesy Trans: 5 Mile Radius  
 Fitness: Yes  
 Website: [www.chicagolombard.emsuites.com](http://www.chicagolombard.emsuites.com)

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

Rates: **Standard \$80.00**  
 Restaurant: On Site  
 Meeting Cap.: 150/119  
 Parking: Free  
 No. of Rooms: 262

**Extended Stay Deluxe**

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

(630) 424-1000  
 (800) 326-5651  
 (630) 424-1880 (FAX)  
 Amtrak: Union Station  
 Breakfast: None  
 Pool: None  
 Internet: 4.99/Day

Rates: **Standard \$74.99**  
 Restaurant: Nearby  
 Meeting Cap.: N/A  
 Parking: Free  
 No. of Rooms: 98

**Homestead Studio Suites**

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

(630) 428-0202  
 (800) EXTSTAY  
 (630) 928-0505 (FAX)  
 Amtrak: Union Station - 20 Miles  
 Breakfast: None  
 Pool: None  
 Internet: 4.99/Day

Rates: **Standard \$69.99**  
 Restaurant: Nearby  
 Meeting Cap.: N/A  
 Parking: Free  
 No. of Rooms: 136

**Stay Inn**

222 East 22nd Street  
 Lombard, IL 60148  
 Nearest Airport: O'Hare  
 Courtesy Trans: 5 Mile Radius  
 Fitness: Yes  
 Website: [www.stayinnlombard.com](http://www.stayinnlombard.com)

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

Rates: **Standard \$79.00**  
 Restaurant: Adjacent  
 Meeting Cap.: 30/25  
 Parking: Free  
 No. of Rooms: 128

**Baymont Naperville**

1585 Naperville/Wheaton Road  
 Naperville, IL 60563  
 Nearest Airport: O'Hare - 25 Miles  
 Courtesy Trans: N/A  
 Fitness: Yes  
 Website: [www.staynaperville.com](http://www.staynaperville.com)

(630) 357-0022  
 (800) 329-7466  
 (630) 357-9817 (FAX)  
 Amtrak: N/A  
 Breakfast: Continental  
 Pool: None  
 Internet: Complimentary

Rates: **Standard \$54.00**  
 Restaurant: Nearby  
 Meeting Cap.: N/A  
 Parking: Free  
 No. of Rooms: 114

**Country Inn & Suites Naperville**

1837 Centre Point Circle  
 Naperville, IL 60563  
 Nearest Airport: O'Hare - 25 Miles  
 Courtesy Trans: 10 Mile Radius  
 Fitness: Yes  
 Website: [www.countryinns.com](http://www.countryinns.com)

(630) 505-3353  
 (800) 456-4000  
 (630) 505-0176 (FAX)  
 Amtrak: 2 Miles  
 Breakfast: Full  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$80.00**  
 Restaurant: On Site  
 Meeting Cap.: 160/110  
 Parking: Free  
 No. of Rooms: 143

**Courtyard by Marriott**

1155 East Diehl Road  
 Naperville, IL 60563  
 Nearest Airport: Midway -19 Miles  
 Courtesy Trans: 3 Mile Radius  
 Fitness: Yes  
 Website: [www.marriott.com/chinp](http://www.marriott.com/chinp)

(630) 505-0550  
 (800) 321-2211  
 (630) 505-8337 (FAX)  
 Amtrak: 2 Miles  
 Breakfast: None  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$80.00**  
 Restaurant: On Site  
 Meeting Cap.: 40/27  
 Parking: Free  
 No. of Rooms: 147

**Extended Stay America**

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

(630) 983-0000  
 (800) EXTSTAY  
 (630) 983-8088 (FAX)  
 Amtrak: 40 Miles  
 Breakfast: None  
 Pool: None  
 Internet: 4.99/Day

Rates: **Standard \$74.99**  
 Restaurant: Adjacent  
 Meeting Cap.: N/A  
 Parking: Free  
 No. of Rooms: 125

**Fairfield Inn & Suites**

1847 W. Diehl Road  
 Naperville, IL 60563  
 Nearest Airport: O'Hare - 35 Miles  
 Courtesy Trans: N/A  
 Fitness: No  
 Website: [www.tharaldson.com](http://www.tharaldson.com)

(630) 548-0966  
 (800) 456-4000  
 (630) 548-0966 (FAX)  
 Amtrak: N/A  
 Breakfast: Continental  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$80.00**  
 Restaurant: Nearby  
 Meeting Cap.: N/A  
 Parking: Free  
 No. of Rooms: 64

**Homestead Studio Suites**

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

(630) 577-0200  
 (888) 782-9473  
 (630) 577-0260 (FAX)  
 Amtrak: Naperville - 2 Miles  
 Breakfast: None  
 Pool: None  
 Internet: 4.99/Day

Rates: **Standard \$74.99**  
 Restaurant: Nearby  
 Meeting Cap.: N/A  
 Parking: Free  
 No. of Rooms: 137

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

<b><u>Sleep Inn</u></b>		Rates: <b>Standard</b> <b>\$77.98</b>
1831 Diehl Road	(630) 778-5900	
Naperville, IL 60563	(630) 778-1441 (FAX)	
Nearest Airport: O'Hare	Amtrak: 4 Miles	Restaurant: Adjacent
Courtesy Trans: N/A	Breakfast: Continental	Meeting Cap.: N/A
Fitness: No	Pool: None	Parking: Free
Website: <a href="http://www.choicehotels.com/hotels/il443">www.choicehotels.com/hotels/il443</a>	Internet: Complimentary	No. of Rooms: 69

<b>Kane County</b>	<b>Tax Rate: 9%</b>	<b>North Aurora</b>
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<b><u>Baymont Inn &amp; Suites</u></b>		Rates: <b>Standard</b> <b>\$59.00</b>
308 S. Lincolnway	(630) 897-7695	
North Aurora, IL 60542	(877) 229-6668	
Nearest Airport: O'Hare - 40 Miles	(630) 897-8130 (FAX)	
Courtesy Trans: N/A	Amtrak: Naperville - 9 Miles	Restaurant: Nearby
Fitness: Yes	Breakfast: Continental	Meeting Cap.: 18
Website: <a href="http://www.baymontinns.com/hotel/17920">www.baymontinns.com/hotel/17920</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 71

<b>Cook County</b>	<b>Tax Rate: 11.5%</b>	<b>Northbrook</b>
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<b><u>Hilton Chicago Northbrook</u></b>		Rates: <b>Standard</b> <b>\$129.00</b>
2855 North Milwaukee Avenue	(847) 480-7500	
Northbrook, IL 60062	(800) 328-6516	
Nearest Airport: O'Hare	(847) 480-0827 (FAX)	
Courtesy Trans: 5 Mile Radius	Amtrak: Glenview - 5 Miles	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 900/550
Website: <a href="http://www.chicagonorthbrook.hilton.com">www.chicagonorthbrook.hilton.com</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 248

<b><u>Renaissance Chicago North Shore</u></b>		Rates: <b>Standard</b> <b>\$146.00</b>
933 Skokie Blvd.	(847) 498-6500	
Northbrook, IL 60062	(800) 468-3571	
Nearest Airport: O'Hare - 15 Miles	(847) 498-9558 (FAX)	
Courtesy Trans: Local Area	Amtrak: N/A	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 500
Website: <a href="http://www.renaissancehotels.com">www.renaissancehotels.com</a>	Pool: Indoor	Parking: Free
	Internet: 9.95/Day	No. of Rooms: 385

<b>Cook County</b>	<b>Tax Rate: 14%</b>	<b>Oak Lawn</b>
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<b><u>Hilton Oak Lawn</u></b>		<b>Rates: Standard \$135.00</b>
9333 South Cicero	(708) 229-8915	
Oak Lawn, IL 60453	(800) HILTONS	
Nearest Airport: Midway - 4 Miles	(708) 425-1665 (FAX)	Restaurant: On Site
Courtesy Trans: Midway/Local Area	Amtrak: N/A	Meeting Cap.: 700/450
Fitness: Yes	Breakfast: Buffet	Parking: Free
Website: <a href="http://www.oaklawnhilton.com">www.oaklawnhilton.com</a>	Pool: Indoor	No. of Rooms: 184
	Internet: Complimentary	

<b>Cook County</b>	<b>Tax Rate: 10%</b>	<b>Oak Park</b>
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<b><u>Carleton of Oak Park</u></b>		<b>Rates: Standard \$143.00</b>
1110 Pleasant Street	(708) 848-5000	
Oak Park, IL 60302	(888) CARLETON	
Nearest Airport: Midway - 10 Miles	(708) 848-0537 (FAX)	Restaurant: On Site
Courtesy Trans: N/A	Amtrak: N/A	Meeting Cap.: 200/130
Fitness: No	Breakfast: None	Parking: Free
Website: <a href="http://www.carletonhotel.com">www.carletonhotel.com</a>	Pool: None	No. of Rooms: 154
	Internet: Complimentary	

<b>DuPage County</b>	<b>Tax Rate: 12%</b>	<b>Oakbrook Terrace</b>
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<b><u>Courtyard Oakbrook Terrace</u></b>		<b>Rates: Standard \$80.00</b>
6 Transam Plaza Drive	(630) 691-1500	
Oakbrook Terrace, IL 60181	(800) 321-2211	
Nearest Airport: O'Hare - 20 Miles	(630) 691-1518 (FAX)	Restaurant: On Site
Courtesy Trans: 5 Mile Radius	Amtrak: N/A	Meeting Cap.: 40/25
Fitness: No	Breakfast: None	Parking: Free
Website: <a href="http://www.marriott.com">www.marriott.com</a>	Pool: Indoor	No. of Rooms: 144
	Internet: Complimentary	

<b>Cook County</b>	<b>Tax Rate: 11%</b>	<b>Rolling Meadows</b>
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<b><u>Extended Stay America</u></b>		<b>Rates: Standard \$64.99</b>
2400 Golf Road	(847) 357-1000	
Rolling Meadows, IL 60008	(800) 398-7829	
Nearest Airport: O'Hare - 12 Miles	(847) 357-8000 (FAX)	Restaurant: Nearby
Courtesy Trans: N/A	Amtrak: Glenview - 20 Miles	Meeting Cap.: N/A
Fitness: No	Breakfast: None	Parking: Free
Website: <a href="http://www.extendedstayhotels.com">www.extendedstayhotels.com</a>	Pool: None	No. of Rooms: 125
	Internet: 4.99/Day	

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

**Holiday Inn Rolling Meadows**

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

(847) 259-5000  
 (800) 259-4329  
 (847) 259-0597 (FAX)  
 Amtrak: N/A  
 Breakfast: None  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$99.00**  
 Restaurant: On Site  
 Meeting Cap.: 800/400  
 Parking: Free  
 No. of Rooms: 252

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

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

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

Rates: **Standard \$80.00**  
 Restaurant: Nearby  
 Meeting Cap.: 35  
 Parking: Free  
 No. of Rooms: 84

**Extended Stay America**

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

(630) 226-8966  
 (800) EXTSTAY  
 (630) 226-8967 (FAX)  
 Amtrak: Joliet - 8 Miles  
 Breakfast: None  
 Pool: None  
 Internet: 4.99/Day

Rates: **Standard \$74.99**  
 Restaurant: Nearby  
 Meeting Cap.: N/A  
 Parking: Free  
 No. of Rooms: 101

**DuPage County****Tax Rate: 11%****Roselle****Country inn & Suites Roselle**

1490 West Lake Street  
 Roselle, IL 60172  
 Nearest Airport: O'Hare  
 Courtesy Trans: 5 Mile Radius  
 Fitness: Yes  
 Website: [www.countryinns.com/hotels/ilrosell](http://www.countryinns.com/hotels/ilrosell)

(630) 351-0101  
 (800) 456-4000  
 (630) 351-0202 (FAX)  
 Amtrak: 25 Miles  
 Breakfast: Continental  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$80.00**  
 Restaurant: Nearby  
 Meeting Cap.: 40/24  
 Parking: Free  
 No. of Rooms: 101

**Cook County****Tax Rate: 14%****Schaumburg****Chicago Marriott Schaumburg**

50 N. Martindale Road  
 Schaumburg, IL 60173  
 Nearest Airport: O'Hare  
 Courtesy Trans: 5 Mile Radius  
 Fitness: Yes  
 Website: [www.marriott.com](http://www.marriott.com)

(847) 240-0100  
 (800) 228-9290  
 (847) 240-2388 (FAX)  
 Amtrak: 25 Miles  
 Breakfast: None  
 Pool: Indoor/Outdoor  
 Internet: 9.95/Day

Rates: **Standard \$146.00**  
 Restaurant: On Site  
 Meeting Cap.: 1,000/450  
 Parking: Free  
 No. of Rooms: 394

<b><u>Courtyard by Marriott</u></b>		Rates: <b>Standard</b> <b>\$109.00</b>
1311 American Lane	(847) 619-8100	
Schaumburg, IL 60173	(800) 321-2211	
Nearest Airport: O'Hare - 11 Miles	(847) 619-6306 (FAX)	
Courtesy Trans: 5 Mile Radius	Amtrak: Medinah - 4 Miles	Restaurant: Adjacent
Fitness: Yes	Breakfast: None	Meeting Cap.: 150/102
Website: <a href="http://www.marriott.com">www.marriott.com</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 162

<b><u>DoubleTree Hotel Chicago - Schaumburg</u></b>		Rates: <b>Standard</b> <b>\$99.00</b>
800 National Parkway	(847) 605-9222	
Schaumburg, IL 60173	(888) 875-2579	
Nearest Airport: O'Hare - 12 Miles	(847) 605-9240 (FAX)	
Courtesy Trans: 5 Mile Radius	Amtrak: Glenview - 14 Miles	Restaurant: On Site
Fitness: Yes	Breakfast: Full	Meeting Cap.: 100/55
Website: <a href="http://www.chicagoschaumburg.doubletree.com">www.chicagoschaumburg.doubletree.com</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 188

<b><u>Extended Stay America</u></b>		Rates: <b>Standard</b> <b>\$79.99</b>
1200 American Lane	(847) 517-7255	
Schaumburg, IL 60173	(800) 398-7829	
Nearest Airport: O'Hare - 12 Miles	(847) 517-7230 (FAX)	
Courtesy Trans: N/A	Amtrak: Glenview - 20 Miles	Restaurant: Nearby
Fitness: No	Breakfast: None	Meeting Cap.: N/A
Website: <a href="http://www.extendedstay.com">www.extendedstay.com</a>	Pool: None	Parking: Free
	Internet: 4.99/Day	No. of Rooms: 104

<b><u>Extended Stay America</u></b>		Rates: <b>Standard</b> <b>\$69.99</b>
2000 N. Roselle Road	(847) 882-7011	
Schaumburg, IL 60195	(800) 398-7829	
Nearest Airport: O'Hare - 14 Miles	(847) 882-4322 (FAX)	
Courtesy Trans: N/A	Amtrak: Glenview - 22 Miles	Restaurant: Nearby
Fitness: No	Breakfast: None	Meeting Cap.: N/A
Website: <a href="http://www.extendedstayhotels.com">www.extendedstayhotels.com</a>	Pool: None	Parking: Free
	Internet: 4.99/Day	No. of Rooms: 128

<b><u>Holiday Inn Express Schaumburg</u></b>		Rates: <b>Standard</b> <b>\$90.00</b>
1550 N. Roselle Rd.	(847) 310-0500	
Schaumburg, IL 60195	(800) HOLIDAY	
Nearest Airport: O'Hare	(847) 310-0579 (FAX)	
Courtesy Trans: Local Area	Amtrak: Naperville - 29 Miles	Restaurant: Adjacent
Fitness: Yes	Breakfast: Full	Meeting Cap.: 25/18
Website: <a href="http://www.holidayinn.com">www.holidayinn.com</a>	Pool: Outdoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 143

<b><u>Homestead Studio Suites</u></b>		Rates: <b>Standard</b> <b>\$74.99</b>
51 East State Parkway	(847) 882-6900	
Schaumburg, IL 60173	(888) 782-9473	
Nearest Airport: O'hare - 12 Miles	(847) 882-6925 (FAX)	
Courtesy Trans: Local Area	Amtrak: Arlington Hgts - 5 Miles	Restaurant: Nearby
Fitness: No	Breakfast: None	Meeting Cap.: 20
Website: <a href="http://www.extendedstayhotels.com">www.extendedstayhotels.com</a>	Pool: None	Parking: Free
	Internet: 4.99/Day	No. of Rooms: 136

<b><u>Homewood Suites Chicago Schaumburg</u></b>		Rates: <b>Standard</b>	<b>\$99.00</b>
815 E. American Lane	(847) 605-0400		
Schaumburg, IL 60173	(800) 225-5466		
Nearest Airport: O'Hare - 15 Miles	(847) 619-0990 (FAX)		
Courtesy Trans: 5 Mile Radius	Amtrak: Union Station - 24 Miles	Restaurant: Nearby	
Fitness: Yes	Breakfast: Full	Meeting Cap.: 25/18	
Website: <a href="http://www.homewoodsuitesschaumburg.com">www.homewoodsuitesschaumburg.com</a>	Pool: Outdoor	Parking: Free	
	Internet: Complimentary	No. of Rooms: 108	

<b><u>Hyatt Summerfield Suites</u></b>		Rates: <b>Standard</b>	<b>\$99.00</b>
1251 East American Lane	(847) 706-9040		
Schaumburg, IL 60173	(866) 974-9288		
Nearest Airport: O'Hare - 17 Miles	(847) 706-9040 (FAX)		
Courtesy Trans: 5 Mile Radius	Amtrak: Union Station - 27 Miles	Restaurant: Nearby	
Fitness: Yes	Breakfast: Full	Meeting Cap.: 60/40	
Website: <a href="http://www.hyattsummerfieldsuites.com">www.hyattsummerfieldsuites.com</a>	Pool: Indoor	Parking: Free	
	Internet: Complimentary	No. of Rooms: 124	

<b><u>Quality Inn</u></b>		Rates: <b>Standard</b>	<b>\$83.99</b>
600 North Martingale Road	(847) 517-7737		
Schaumburg, IL 60173	(800) 325-8300		
Nearest Airport: O'Hare - 12 Miles	(800) 424-6423 (FAX)		
Courtesy Trans: N/A	Amtrak: Chicago - 25 Miles	Restaurant: Adjacent	
Fitness: Yes	Breakfast: Full	Meeting Cap.: 30	
Website: <a href="http://www.choicehotels.com">www.choicehotels.com</a>	Pool: Indoor	Parking: Free	
	Internet: Complimentary	No. of Rooms: 124	

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

<b><u>Residence Inn</u></b>		Rates: <b>Standard</b>	<b>\$119.00</b>
1610 McConnor Parkway	(847) 517-9200		
Schaumburg, IL 60173	(800) 331-3131		
Nearest Airport: O'Hare	(847) 517-9800 (FAX)		
Courtesy Trans: 5 Mile Radius	Amtrak: N/A	Restaurant: Nearby	
Fitness: Yes	Breakfast: Buffet	Meeting Cap.: 45/30	
Website: <a href="http://www.marriott.com/chism">www.marriott.com/chism</a>	Pool: Indoor	Parking: Free	
	Internet: Complimentary	No. of Rooms: 125	

<b><u>SpringHill Suites</u></b>		Rates: <b>Standard</b>	<b>\$99.00</b>
1550 McConnor Parkway	(847) 995-1500		
Schaumburg, IL 60173	(800) 581-3498		
Nearest Airport: O'Hare - 13 Miles	(847) 995-1900 (FAX)		
Courtesy Trans: 5 Mile Radius	Amtrak: N/A	Restaurant: Nearby	
Fitness: Yes	Breakfast: Buffet	Meeting Cap.: 30	
Website: <a href="http://www.marriott.com/chisg">www.marriott.com/chisg</a>	Pool: Indoor	Parking: Free	
	Internet: Complimentary	No. of Rooms: 132	

<b><u>Stay Inn</u></b>	(847) 619-1000	Rates: <b>Standard</b> <b>\$72.00</b>
1300 East Higgins Road		
Schaumburg, IL 61073	(847) 619-1019 (FAX)	
Nearest Airport: O'Hare - 15 Miles	Amtrak: N/A	Restaurant: Adjacent
Courtesy Trans: 5 Mile Radius	Breakfast: Buffet	Meeting Cap.: 20
Fitness: Yes	Pool: None	Parking: Free
Website: <a href="http://www.stayinnschaumburg.com">www.stayinnschaumburg.com</a>	Internet: Complimentary	No. of Rooms: 128

<b>Cook County</b>	<b>Tax Rate: 12%</b>	<b>Skokie</b>
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<b><u>DoubleTree by Hilton Chicago North Shore</u></b>	(847) 679-7000	Rates: <b>Standard</b> <b>\$99.99</b>
9599 Skokie Boulevard	(800) 222TREE	
Skokie, IL 60077	(847) 679-0810 (FAX)	
Nearest Airport: O'Hare	Amtrak: 2 Blocks	Restaurant: On Site
Courtesy Trans: 5 Mile Radius	Breakfast: Full	Meeting Cap.: 600/350
Fitness: Yes	Pool: Indoor/Outdoor	Parking: Free
Website: <a href="http://www.skokieillinoisshotel.com">www.skokieillinoisshotel.com</a>	Internet: Complimentary	No. of Rooms: 300

<b><u>Extended Stay America</u></b>	(847) 663-9031	Rates: <b>Standard</b> <b>\$89.99</b>
5211 Old Orchard Road	(800) 398-7829	
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: <a href="http://www.extendedstayhotels.com">www.extendedstayhotels.com</a>	Internet: 4.99/Day	No. of Rooms: 140

<b><u>Hampton Inn &amp; Suites</u></b>	(847) 583-1111	Rates: <b>Standard</b> <b>\$119.00</b>
5201 Old Orchard Road	(800) HAMPTON	
Skokie, IL 60077	(847) 583-0300 (FAX)	
Nearest Airport: O'Hare	Amtrak: Glenview - 3 Miles	Restaurant: On Site
Courtesy Trans: Local Area	Breakfast: Full	Meeting Cap.: 80/60
Fitness: Yes	Pool: Indoor	Parking: Free
Website: <a href="http://www.northshoresuites.hamptoninn.com">www.northshoresuites.hamptoninn.com</a>	Internet: Complimentary	No. of Rooms: 225

<b>Kane County</b>	<b>Tax Rate: 11%</b>	<b>St. Charles</b>
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<b><u>Country Inn &amp; Suites</u></b>	(630) 587-6564	Rates: <b>Standard</b> <b>\$77.00</b>
155 38th Avenue	(800) 456-4000	
St. Charles, IL 60174	(630) 587-6568 (FAX)	
Nearest Airport: DuPage - 1 Mile	Amtrak: West Chicago -6 Miles	Restaurant: Nearby
Courtesy Trans: N/A	Breakfast: Full	Meeting Cap.: 45/30
Fitness: Yes	Pool: Indoor	Parking: Free
Website: <a href="http://www.countryinns.com/stcharlesil">www.countryinns.com/stcharlesil</a>	Internet: Complimentary	No. of Rooms: 84

<b><u>Courtyard St. Charles</u></b>		Rates: <b>Standard</b> <b>\$77.00</b>
700 Courtyard Drive	(630) 377-6370	
St. Charles, IL 60174	(800) 321-2211	
Nearest Airport: O'Hare - 25 Miles	(630) 377-6709 (FAX)	
Courtesy Trans: N/A	Amtrak: N/A	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 40/25
Website: <a href="http://www.stcharlescourtyard.com">www.stcharlescourtyard.com</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 121

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

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

<b><u>Hotel Baker</u></b>		Rates: <b>Standard</b> <b>\$80.00</b>
100 W. Main	(630) 584-2100	
St. Charles, IL 61006	(800) 284-0110	
Nearest Airport: O'Hare - 25 Miles	(630) 584-0834 (FAX)	
Courtesy Trans: Local Area	Amtrak: N/A	Restaurant: On Site
Fitness: Yes	Breakfast: Continental	Meeting Cap.: 200/130
Website: <a href="http://www.hotelbaker.com">www.hotelbaker.com</a>	Pool: None	Parking: Free
	Internet: Complimentary	No. of Rooms: 53

<b>Will County</b>	<b>Tax Rate: 12%</b>	<b>Tinley Park</b>
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<b><u>Country Inn &amp; Suites Tinley Park</u></b>		Rates: <b>Standard</b> <b>\$80.00</b>
18335 S. LaGrange Road	(708) 560-9300	
Tinley Park, IL 60487	(866) 505-4997	
Nearest Airport: Midway - 24 Miles	(708) 560-9800 (FAX)	
Courtesy Trans: 5 Mile Radius	Amtrak: Homewood - 13 Miles	Restaurant: Nearby
Fitness: On Site	Breakfast: Full	Meeting Cap.: 44/20
Website: <a href="http://www.countryinns.com/tinleyparkil">www.countryinns.com/tinleyparkil</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 99

<b><u>Fairfield Inn</u></b>		Rates: <b>Standard</b> <b>\$80.00</b>
18511 North Creek Drive	(708) 633-1050	
Tinley Park, IL 60477	(800) 228-2800	
Nearest Airport: Midway - 18 Miles	(708) 633-1050 (FAX)	
Courtesy Trans: N/A	Amtrak: N/A	Restaurant: Adjacent
Fitness: No	Breakfast: Continental	Meeting Cap.: 25
Website: <a href="http://www.fairfieldinn.com">www.fairfieldinn.com</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 64

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

<b>Lake County</b>	<b>Tax Rate: 11%</b>	<b>Vernon Hills</b>
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<b><u>Extended Stay America</u></b>		Rates: <b>Standard</b> <b>\$79.99</b>
215 N. Milwaukee Avenue	(847) 821-7101	
Vernon Hills, IL 60061	(800) 398-7829	
Nearest Airport: O'Hare - 20 Miles	(847) 821-7119 (FAX)	
Courtesy Trans: N/A	Amtrak: Glenview - 10 Miles	Restaurant: Adjacent
Fitness: No	Breakfast: None	Meeting Cap.: N/A
Website: <a href="http://www.extendedstayhotels.com">www.extendedstayhotels.com</a>	Pool: None	Parking: Free
	Internet: 4.99/Day	No. of Rooms: 128

<b><u>Homestead Studio Suites Hotel</u></b>		Rates: <b>Standard</b> <b>\$84.99</b>
675 Woodlands Pkwy.	(847) 955-1111	
Vernon Hills, IL 60061	(800) 782-9473	
Nearest Airport: O'Hare - 20 Miles	(847) 955-0446 (FAX)	
Courtesy Trans: N/A	Amtrak: Libertyville - 5 Miles	Restaurant: Nearby
Fitness: No	Breakfast: None	Meeting Cap.: N/A
Website: <a href="http://www.extendedstayhotels.com">www.extendedstayhotels.com</a>	Pool: None	Parking: Free
	Internet: 4.99/Day	No. of Rooms: 124

<b>DuPage County</b>	<b>Tax Rate: 11%</b>	<b>Warrenville</b>
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<b><u>Hilton Garden Inn</u></b>		Rates: <b>Standard</b> <b>\$80.00</b>
28351 Dodge Drive	(630) 393-3223	
Warrenville, IL 60555	(800) STAYHGI	
Nearest Airport: O'Hare - 25 Miles	(630) 393-1277 (FAX)	
Courtesy Trans: 5 Mile Radius	Amtrak: N/A	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 100/63
Website: <a href="http://www.napervillewarrenville.hgi.com">www.napervillewarrenville.hgi.com</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 135

<b><u>Residence Inn by Marriott</u></b>		Rates: <b>Standard</b> <b>\$80.00</b>
28500 Bella Vista Pkwy.	(630) 393-3444	
Warrenville, IL 60555	(800) 331-3131	
Nearest Airport: O'Hare - 25 Miles	(630) 393-0893 (FAX)	
Courtesy Trans: N/A	Amtrak: N/A	Restaurant: Nearby
Fitness: Yes	Breakfast: Continental	Meeting Cap.: 36/45
Website: <a href="http://www.Marriott.com/chinv">www.Marriott.com/chinv</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 130

**Lake County****Tax Rate: 11%****Waukegan****Crossland**

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

(847) 688-0402  
 (800) 398-7829  
 (847) 688-0403 (FAX)  
 Amtrak: Glenview - 20 Miles  
 Breakfast: None  
 Pool: None  
 Internet: 4.99/Day

Rates: **Standard \$59.99**  
 Restaurant: Nearby  
 Meeting Cap.: N/A  
 Parking: Free  
 No. of Rooms: 128

**Dupage County****Tax Rate: 11%****Westmont****Homestead Studio Suites**

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

(630) 323-9292  
 (888) 782-9473  
 (630) 323-9536 (FAX)  
 Amtrak: Westmont - 3 Miles  
 Breakfast: None  
 Pool: None  
 Internet: 4.99/Day

Rates: **Standard \$74.99**  
 Restaurant: Nearby  
 Meeting Cap.: N/A  
 Parking: Free  
 No. of Rooms: 140

**Cook County****Tax Rate: 11%****Wheeling****Executive Plaza Hotel & Conference Center**

1090 S. Milwaukee Ave.  
 Wheeling, IL 60090  
 Nearest Airport: N/A  
 Courtesy Trans: 5 Mile Radius  
 Fitness: Yes  
 Website: [www.stayplazahotel.com](http://www.stayplazahotel.com)

(847) 537-9100  
 (847) 520-8420 (FAX)  
 Amtrak: N/A  
 Breakfast: Buffet  
 Pool: None  
 Internet: Complimentary

Rates: **Standard \$49.00**  
 Restaurant: On Site  
 Meeting Cap.: 250  
 Parking: Free  
 No. of Rooms: 140

**DuPage County****Tax Rate: 7%****Willowbrook****Holiday Inn Willowbrook**

7800 South Kingery Highway  
 Willowbrook, IL 60527  
 Nearest Airport: Midway - 13 Miles  
 Courtesy Trans: 10 Mile Radius  
 Fitness: Yes  
 Website: [www.holiday-inn.com/chi-hinsdale](http://www.holiday-inn.com/chi-hinsdale)

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

Rates: **Standard \$80.00**  
 Restaurant: On Site  
 Meeting Cap.: 500/300  
 Parking: Free  
 No. of Rooms: 220

**Red Roof Inn**

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

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

Rates: **Standard \$49.99**  
 Restaurant: Adjacent  
 Meeting Cap.: N/A  
 Parking: Free  
 No. of Rooms: 109

**DoubleTree Hotel Chicago - Wood Dale Itasca**

1200 N. Mittel Blvd.  
Wood Dale, IL 60191  
Nearest Airport: O'Hare - 9 Miles  
Courtesy Trans: 5 Mile Radius  
Fitness: Yes  
Website: [www.hilton.com](http://www.hilton.com)

(630) 860-2900  
(800) 222-8733  
(630) 860-2945 (FAX)  
Amtrak: Glenview - 19 Miles  
Breakfast: None  
Pool: Indoor  
Internet: 9.95/Day

Rates: **Standard \$80.00**  
  
Restaurant: On Site  
Meeting Cap.: 120/60  
Parking: Free  
No. of Rooms: 161

**Marriott Courtyard Wood Dale**

900 Wood Dale Avenue  
Wood Dale, IL 60191  
Nearest Airport: O'Hare - 15 Miles  
Courtesy Trans: N/A  
Fitness: Yes  
Website: [www.marriott.com/chiwd](http://www.marriott.com/chiwd)

(630) 766-7775  
(800) 321-2211  
(630) 766-7552 (FAX)  
Amtrak: N/A  
Breakfast: None  
Pool: Indoor  
Internet: Complimentary

Rates: **Standard \$80.00**  
  
Restaurant: On Site  
Meeting Cap.: 40  
Parking: Free  
No. of Rooms: 149

**Country Inn & Suites by Carlson**

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

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

Rates: **Standard \$80.00**  
  
Restaurant: Nearby  
Meeting Cap.: 12  
Parking: Free  
No. of Rooms: 66

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

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

(708) 496-1  
(800) EXTSTAY  
(708) 496-8212 (FAX)  
Amtrak: 8 Miles  
Breakfast: None  
Pool: None  
Internet: 4.99/Day

Rates: **Standard \$89.99**  
  
Restaurant: Nearby  
Meeting Cap.: N/A  
Parking: Free  
No. of Rooms: 135

## CHICAGO O'HARE INTERNATIONAL AIRPORT

<b>Cook County</b>	<b>Tax Rate: 11%</b>	<b>Des Plaines</b>
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<b><u>Extended Stay America-O'Hare</u></b>		<b>Rates: Standard \$89.99</b>
1201 E. Touhy Avenue	(847) 294-9693	
Des Plaines, IL 60018	(800) 398-7829	
Nearest Airport: O'Hare - 2 Miles	(847) 294-9684 (FAX)	
Courtesy Trans: O'Hare	Amtrak: Union Station	Restaurant: Nearby
Fitness: No	Breakfast: None	Meeting Cap.: N/A
Website: <a href="http://www.extendedstayhotels.com">www.extendedstayhotels.com</a>	Pool: None	Parking: Free
	Internet: 4.99/Day	No. of Rooms: 122

<b><u>Extended Stay Deluxe - Chicago - O'Hare</u></b>		<b>Rates: Standard \$84.99</b>
1207 E. Touhy Avenue	(847) 768-0395	
Des Plaines, IL 60018	(800) EXTSTAY	
Nearest Airport: O'Hare - 2 Miles	(847) 768-0335 (FAX)	
Courtesy Trans: Local	Amtrak: Union Station - 15 Miles	Restaurant: Nearby
Fitness: Yes	Breakfast: Full	Meeting Cap.: N/A
Website: <a href="http://www.extendedstayhotels.com">www.extendedstayhotels.com</a>	Pool: None	Parking: Free
	Internet: 4.99/Day	No. of Rooms: 88

<b><u>Radisson Hotel Chicago O'Hare</u></b>		<b>Rates: Standard \$99.00</b>
1450 E. Touhy Avenue	(847) 296-8866	
Des Plaines, IL 60018	(800) 333-3333	
Nearest Airport: O'Hare	(847) 296-8268 (FAX)	
Courtesy Trans: O'Hare	Amtrak: Glenview - 6 Miles	Restaurant: On Site
Fitness: Yes	Breakfast: Full	Meeting Cap.: 150/90
Website: <a href="http://www.radisson.com/desplainesil">www.radisson.com/desplainesil</a>	Pool: Outdoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 245

## DOWNSTATE ILLINOIS

<b>Madison County</b>	<b>Tax Rate: 13%</b>	<b>Alton</b>
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<b><u>Comfort Inn</u></b>		<b>Rates: Standard \$70.00</b>
11 Crossroads Court	(618) 465-9999	
Alton, IL 62002	(800) -5150	
Nearest Airport: N/A	(618) 465-0055 (FAX)	
Courtesy Trans: N/A	Amtrak: Alton - 0.5 Miles	Restaurant: Adjacent
Fitness: No	Breakfast: Continental	Meeting Cap.: N/A
Website: <a href="http://www.comfortinn.com">www.comfortinn.com</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 62

<b>St. Clair County</b>	<b>Tax Rate: 8%</b>	<b>Belleville</b>
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<b><u>Shrine Hotel</u></b>		<b>Rates: Standard \$67.23</b>
451 S. DeMazenod Drive	(618) 397-1162	
Belleville, IL 62223	(800) 679-2874	
Nearest Airport: St. Louis - 30 Miles	(618) 394-6524 (FAX)	
Courtesy Trans: N/A	Amtrak: Belleville - 10 Miles	Restaurant: On Site
Fitness: Yes	Breakfast: Continental	Meeting Cap.: 500
Website: <a href="http://www.snows.org">www.snows.org</a>	Pool: None	Parking: Free
	Internet: Complimentary	No. of Rooms: 78

**Best Western University Inn**

6 Traders Circle  
Normal, IL 61761  
Nearest Airport: Bloomington - 7 Miles  
Courtesy Trans: Local Area  
Fitness: No  
Website: [www.bestwestern.com](http://www.bestwestern.com)

(309) 454-4070  
(800) WESTERN  
(309) 888-4505 (FAX)  
Amtrak: Normal - 3 Miles  
Breakfast: Continental  
Pool: Indoor  
Internet: Complimentary

Rates: **Standard \$69.00**  
  
Restaurant: Nearby  
Meeting Cap.: 40/24  
Parking: Free  
No. of Rooms: 100

**Bloomington Courtyard**

310A Greenbriar Drive  
Normal, IL 61761  
Nearest Airport: Normal - 5 Miles  
Courtesy Trans: N/A  
Fitness: Yes  
Website: [www.tharaldson.com](http://www.tharaldson.com)

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

Rates: **Standard \$70.00**  
  
Restaurant: Nearby  
Meeting Cap.: 50  
Parking: Free  
No. of Rooms: 78

**Comfort Suites**

310 B Greenbriar Drive  
Normal, IL 61761  
Nearest Airport: Bloomington - 5 Miles  
Courtesy Trans: N/A  
Fitness: No  
Website: [www.comfortsuites.com](http://www.comfortsuites.com)

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

Rates: **Standard \$70.00**  
  
Restaurant: Nearby  
Meeting Cap.: 25  
Parking: Free  
No. of Rooms: 60

**Extended Stay America Bloomington-Normal**

1805 S. Veterans Parkway  
Bloomington, IL 61701  
Nearest Airport: Bloomington  
Courtesy Trans: N/A  
Fitness: No  
Website: [www.extendedstayhotels.com](http://www.extendedstayhotels.com)

(309) 662-8533  
(800) EXTSTAY  
(309) 662-4324 (FAX)  
Amtrak: 6 Miles  
Breakfast: None  
Pool: None  
Internet: 4.99/Day

Rates: **Standard \$64.99**  
  
Restaurant: Nearby  
Meeting Cap.: N/A  
Parking: Free  
No. of Rooms: 101

**Holiday Inn Express & Suites**

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

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

Rates: **Standard \$70.00**  
  
Restaurant: Adjacent  
Meeting Cap.: 200/100  
Parking: Free  
No. of Rooms: 103

**Motel 6**

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

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

Rates: **Standard \$49.00**  
  
Restaurant: Nearby  
Meeting Cap.: 80/50  
Parking: Free  
No. of Rooms: 108

<b><u>Parke Hotel &amp; Conference Center</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
1413 Leslie Drive Bloomington, IL 61704 Nearest Airport: Bloomington - 1 Mile Courtesy Trans: Airport/Amtrak Fitness: N/A Website: <a href="http://www.parkehotel.com">www.parkehotel.com</a>	309-662-4300  309-662-4331 (FAX) Amtrak: 5 Miles Breakfast: Full Pool: Indoor Internet: Complimentary	Restaurant: On Site Meeting Cap.: 650 Parking: Free No. of Rooms: 70

<b><u>Ramada Limited &amp; Suites</u></b>		Rates: <b>Standard</b> <b>\$60.00</b>
919 Maple Hill Road Bloomington, IL 61704 Nearest Airport: Bloomington - 10 Miles Courtesy Trans: Airport Fitness: Yes Website: <a href="http://www.ramada.com/bloomington14451">www.ramada.com/bloomington14451</a>	(309) 828-0900 (800) 272-6232 (309) 828-0131 (FAX) Amtrak: Normal - 5 Miles Breakfast: Continental Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 16 Parking: Free No. of Rooms: 64

<b>Kankakee County</b>	<b>Tax Rate: 10%</b>	<b>Bourbonnais</b>
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<b><u>Kankakee Fairfield Inn</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
State Route 50 Bourbonnais, IL 60914 Nearest Airport: N/A Courtesy Trans: N/A Fitness: No Website: <a href="http://www.tharaldson.com">www.tharaldson.com</a>	(815) 935-1334 (800) 228-2800 (815) 935-1334 (FAX) Amtrak: 3 Miles Breakfast: Continental Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: N/A Parking: Free No. of Rooms: 57

<b>Jackson County</b>	<b>Tax Rate: 14%</b>	<b>Carbondale</b>
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<b><u>Hampton Inn</u></b>		Rates: <b>Standard</b> <b>\$60.00</b>
2175 Reed Station Pkwy. Carbondale, IL 62901 Nearest Airport: Carbondale Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.hamptoninn.com">www.hamptoninn.com</a>	(618) 549-6900 (800) HAMPTON (618) 549-8448 (FAX) Amtrak: 4 Miles Breakfast: Full Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 40 Parking: Free No. of Rooms: 80

<b>Montgomery County</b>	<b>Tax Rate: 6.25%</b>	<b>Carlinville</b>
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<b><u>Magnuson Grand Hotel &amp; Conference Center</u></b>		Rates: <b>Standard</b> <b>\$60.00</b>
I-55 & Route 108 Carlinville, IL 62626 Nearest Airport: Springfield Courtesy Trans: Amtrak Fitness: Yes Website: <a href="http://www.magnusongrandhotel.com">www.magnusongrandhotel.com</a>	(217) 324-2100 (800) 322-7546 (217) 324-6852 (FAX) Amtrak: Carlinville - 12 Miles Breakfast: None Pool: Indoor Internet: Complimentary	Restaurant: On Site Meeting Cap.: 250/ Parking: Free No. of Rooms: 97

**Mariner's Village - Microtel Inn & Suites**

#1 Resort Drive  
Carlyle, IL 62231  
Nearest Airport:  
Courtesy Trans: N/A  
Fitness: No  
Website: [www.carylenarinersvillage.com](http://www.carylenarinersvillage.com)

(618) 594-7666  
(877) 451-7666  
(618) 594-7676 (FAX)  
Amtrak: N/A  
Breakfast: Continental  
Pool: Outdoor  
Internet: Complimentary

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

Restaurant: On Site  
Meeting Cap.: 400  
Parking: Free  
No. of Rooms: 65

**Baymont Inn & Suites**

302 W. Anthony Drive  
Champaign, IL 61822  
Nearest Airport: Champaign  
Courtesy Trans: N/A  
Fitness: Yes  
Website: [www.baymontchampaign.com](http://www.baymontchampaign.com)

(217) 356-8900  
(877) 229-6668  
(217) 356-9253 (FAX)  
Amtrak: 5 Miles  
Breakfast: Continental  
Pool: No  
Internet: Complimentary

Rates: **Standard** **\$67.00**

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

**Courtyard Champaign**

1811 Moreland Blvd.  
Champaign, IL 61820  
Nearest Airport: 6 Miles  
Courtesy Trans: N/A  
Fitness: Yes  
Website: [www.courtyard.com](http://www.courtyard.com)

(217) 355-0411  
(800) 321-2211  
(217) 355-0411 (FAX)  
Amtrak: 5 Miles  
Breakfast: None  
Pool: Indoor  
Internet: Complimentary

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

Restaurant: Nearby  
Meeting Cap.: 25  
Parking: Free  
No. of Rooms: 78

**Drury Inn & Suites**

905 W. Anthony  
Champaign, IL 61821  
Nearest Airport: Willard  
Courtesy Trans: N/A  
Fitness: Yes  
Website: [www.druryhotels.com](http://www.druryhotels.com)

(217) 398-0030  
(800) DRURYINN  
(217) 398-0030 (FAX)  
Amtrak: Champaign  
Breakfast: Full  
Pool: Indoor/Outdoor  
Internet: Complimentary

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

Restaurant: Adjacent  
Meeting Cap.: 50/30  
Parking: Free  
No. of Rooms: 132

**Extended Stay America Champaign - Urbana**

610 W. Marketview Drive  
Champaign, IL 61822  
Nearest Airport: Champaign - 12 Miles  
Courtesy Trans: N/A  
Fitness: No  
Website: [www.extendedstayhotels.com](http://www.extendedstayhotels.com)

(217) 351-8899  
(800) EXTSTAY  
(708) 496-8212 (FAX)  
Amtrak: Champaign - 2 Miles  
Breakfast: None  
Pool: None  
Internet: 4.99/Day

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

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

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

<b><u>Quality Inn &amp; Suites</u></b>		Rates: <b>Standard</b> <b>\$65.00</b>
305 Marketview Drive Champaign, IL 61820 Nearest Airport: Champaign - 6 Miles Courtesy Trans: N/A Fitness: No Website: <a href="http://www.qualityinn.com">www.qualityinn.com</a>	(217) 352-4055 (800) 228-5150 (217) 352-4055 (FAX) Amtrak: 3 Miles Breakfast: Continental Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: N/A Parking: Free No. of Rooms: 66

<b><u>Red Roof Inn</u></b>		Rates: <b>Standard</b> <b>\$39.99</b>
212 W. Anthony Drive Champaign, IL 61820 Nearest Airport: Champaign Courtesy Trans: N/A Fitness: No Website: <a href="http://www.redroof.com">www.redroof.com</a>	(217) 352-0101 (800) REDROOF (217) 352-1891 (FAX) Amtrak: N/A Breakfast: None Pool: None Internet: Complimentary	Restaurant: Nearby Meeting Cap.: N/A Parking: Free No. of Rooms: 112

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

<b>Madison County</b>	<b>Tax Rate: 14%</b>	<b>Collinsville</b>
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<b><u>DoubleTree by Hilton Collinsville</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
1000 Eastport Plaza Drive Collinsville, IL 62234 Nearest Airport: St. Louis - 25 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.doubletreecollinsville.com">www.doubletreecollinsville.com</a>	(618) 345-2800 (800) 551-5133 (618) 345-9804 (FAX) Amtrak: St. Louis - 1 Mile Breakfast: Buffet Pool: Indoor Internet: Complimentary	Restaurant: On Site Meeting Cap.: 500/250 Parking: Free No. of Rooms: 236

<b><u>Drury Inn</u></b>		Rates: <b>Standard</b>	<b>\$70.00</b>
602 North Bluff Road	(618) 345-7700		
Collinsville, IL 62234	(800) 378-7946		
Nearest Airport: St. Louis - 12 Miles	(618) 345-7700 (FAX)		
Courtesy Trans: N/A	Amtrak: St. Louis - 12 Miles	Restaurant: Adjacent	
Fitness: Yes	Breakfast: Full	Meeting Cap.: 30/60	
Website: <a href="http://www.druryhotels.com">www.druryhotels.com</a>	Pool: Indoor	Parking: Free	
	Internet: Complimentary	No. of Rooms: 120	

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

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

<b><u>Super 8</u></b>		Rates: <b>Standard</b>	<b>\$55.00</b>
377 Lynch Road	(217) 443-4499		
Danville, IL 61834	(800) 800-8000		
Nearest Airport: N/A	(217) 443-4499 (FAX)		
Courtesy Trans: N/A	Amtrak: N/A	Restaurant: Nearby	
Fitness: No	Breakfast: Continental	Meeting Cap.: N/A	
Website: <a href="http://ww.super8.com">ww.super8.com</a>	Pool: None	Parking: Free	
	Internet: Complimentary	No. of Rooms: 50	

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

<b><u>Comfort Inn</u></b>		Rates: <b>Standard</b> <b>\$60.00</b>
134 Barnett Avenue	(217) 875-1166	
Forsyth, IL 62535	(800) 228-5150	
Nearest Airport: Decatur - 11 Miles	(217) 875-1166 (FAX)	
Courtesy Trans: N/A	Amtrak: N/A	Restaurant: Nearby
Fitness: No	Breakfast: Continental	Meeting Cap.: N/A
Website: <a href="http://www.tharaldson.com">www.tharaldson.com</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 56

<b><u>Comfort Inn &amp; Suites</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
5150 Hickory Point Frontage Road	(217) 872-2402	
Decatur, IL 62526	(800) 436-4000	
Nearest Airport: Decatur - 8 Miles	(217) 872-2403 (FAX)	
Courtesy Trans: Decatur Airport	Amtrak: Springfield - 45 Miles	Restaurant: Nearby
Fitness: Yes	Breakfast: Full	Meeting Cap.: 50/35
Website: <a href="http://www.countryinn.com">www.countryinn.com</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 72

<b><u>Fairfield Inn</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
1417 Hickory Point Drive	(217) 875-3337	
Forsyth, IL 62535	(800) 228-2800	
Nearest Airport: Decatur - 9 Miles	(217) 875-3337 (FAX)	
Courtesy Trans: N/A	Amtrak: N/A	Restaurant: Nearby
Fitness: No	Breakfast: Continental	Meeting Cap.: N/A
Website: <a href="http://fairfieldinn.com">fairfieldinn.com</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 62

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

<b>DeKalb County</b>	<b>Tax Rate: 13%</b>	<b>DeKalb</b>
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<b><u>Baymont Inn &amp; Suites</u></b>		Rates: <b>Standard</b> <b>\$60.00</b>
1314 West Highway	(815) 748-4800	
DeKalb, IL 60715	(877) 747-8713	
Nearest Airport: Rockford	(815) 756-5047 (FAX)	
Courtesy Trans: N/A	Amtrak: 25 Miles	Restaurant: Nearby
Fitness: No	Breakfast: Continental	Meeting Cap.: N/A
Website: <a href="http://www.magnusonhotels.com">www.magnusonhotels.com</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 52

**Comfort Inn**

136 Plaza Drive  
Dixon, IL 61021  
Nearest Airport: Rockford  
Courtesy Trans: N/A  
Fitness: Yes  
Website: [www.cidixon.com](http://www.cidixon.com)

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

Rates: **Standard \$59.00**  
  
Restaurant:  
Meeting Cap.: 200/150  
Parking: Free  
No. of Rooms: 98

**Country Inn & Suites**

1200 North Raney  
Effingham, IL 62401  
Nearest Airport: St. Louis - 100 Miles  
Courtesy Trans: N/A  
Fitness: Yes  
Website: [www.countryinns.com/effingham](http://www.countryinns.com/effingham)

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

Rates: **Standard \$60.00**  
  
Restaurant: Nearby  
Meeting Cap.: N/A  
Parking: Free  
No. of Rooms: 65

**Dury Inn & Suites Fairview Heights**

12 Ludwig Drive  
Fairview Heights, IL 62208  
Nearest Airport: St. Louis - 28 Miles  
Courtesy Trans: N/A  
Fitness: Yes  
Website: [www.druryinn.com](http://www.druryinn.com)

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

Rates: **Standard \$70.00**  
  
Restaurant: Adjacent  
Meeting Cap.: 50/35  
Parking: Free  
No. of Rooms: 141

**Fairview Heights Fairfield Inn**

140 Ludwig Drive  
Fairview Heights, IL 62008  
Nearest Airport: St. Louis - 25 Miles  
Courtesy Trans: N/A  
Fitness: No  
Website: [www.marriott.com/stlffh](http://www.marriott.com/stlffh)

(618) 398-7124  
(800) 228-2800  
(618) 398-7124 (FAX)  
Amtrak: 14 Miles  
Breakfast: Continental  
Pool: Indoor  
Internet: Complimentary

Rates: **Standard \$70.00**  
  
Restaurant: Nearby  
Meeting Cap.: N/A  
Parking: Free  
No. of Rooms: 63

**Four Points by Sheraton Fairview Heights**

319 Fountain Parkway  
Fairview Heights, IL 62208  
Nearest Airport: St. Louis - 25 Miles  
Courtesy Trans: N/A  
Fitness: Yes  
Website: [www.fourpointsfairviewheights.com](http://www.fourpointsfairviewheights.com)

(618) 622-9500  
(800) 328-6242  
(618) 622-4401 (FAX)  
Amtrak: St. Louis - 11 Miles  
Breakfast: Full  
Pool: Indoor  
Internet: Complimentary

Rates: **Standard \$70.00**  
  
Restaurant: On-Site  
Meeting Cap.: 1000/400  
Parking: Free  
No. of Rooms: 128

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

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

<b>Knox County</b>	<b>Tax Rate: 13%</b>	<b>Galesburg</b>
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<b><u>Comfort Inn</u></b>		<b>Rates: Standard \$60.00</b>
907 W. Carl Sandburg Drive	(309) 344-5445	
Galesburg, IL 61401	(800) 228-5150	
Nearest Airport: Regional - 2 Miles	(309) 344-5445 (FAX)	Restaurant: Nearby
Courtesy Trans: N/A	Amtrak: N/A	Meeting Cap.: 25
Fitness: No	Breakfast: Continental	Parking: Free
Website: <a href="http://www.comfortinn.com">www.comfortinn.com</a>	Pool: None	No. of Rooms: 46
	Internet: Complimentary	

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

<b><u>Fairfield Inn</u></b>		<b>Rates: Standard \$60.00</b>
901 W. Carl Sandburg Drive	(309) 344-1911	
Galesburg, IL 61401	(800) 228-2800	
Nearest Airport: Regional - 2 Miles	(309) 344-1911 (FAX)	Restaurant: Nearby
Courtesy Trans: N/A	Amtrak: 5 Miles	Meeting Cap.: 25
Fitness: No	Breakfast: Continental	Parking: Free
Website: <a href="http://www.fairfieldinn.com">www.fairfieldinn.com</a>	Pool: Indoor	No. of Rooms: 56
	Internet: Complimentary	

**Holiday Inn Express**

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

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

Rates: **Standard \$60.00**  
  
 Restaurant: Nearby  
 Meeting Cap.: N/A  
 Parking: Free  
 No. of Rooms: 72

**Logan County****Tax Rate: 11%****Lincoln****Lincoln Hampton Inn**

1019 N. Heitmann Drive  
 Lincoln, IL 62656  
 Nearest Airport: Springfield  
 Courtesy Trans: N/A  
 Fitness: Yes  
 Website: [www.hamptoninn.com](http://www.hamptoninn.com)

(217) 732-6729  
 (800) HAMPTON  
 (217) 732-6047 (FAX)  
 Amtrak: Lincoln - 3 Miles  
 Breakfast: Continental  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$60.00**  
  
 Restaurant: Adjacent  
 Meeting Cap.: 10  
 Parking: Free  
 No. of Rooms: 64

**Montgomery County****Tax Rate: 9%****Litchfield****Litchfield Hampton Inn**

11 Thunderbird Circle  
 Litchfield, IL 62056  
 Nearest Airport: Lambert  
 Courtesy Trans: N/A  
 Fitness: Yes  
 Website: [www.hamptoninn.com](http://www.hamptoninn.com)

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

Rates: **Standard \$60.00**  
  
 Restaurant: Nearby  
 Meeting Cap.: 15  
 Parking: Free  
 No. of Rooms: 64

**Kankakee County****Tax Rate: 6.25%****Manteno****Country Inn and Suites**

380 S. Cypress Street  
 Manteno, IL 60950  
 Nearest Airport: N/A  
 Courtesy Trans: N/A  
 Fitness: N/A  
 Website: [www.countryinns.com/mantenoil](http://www.countryinns.com/mantenoil)

(815) 468-2600  
 (800) 456-4000  
 (815) 468-2267 (FAX)  
 Amtrak: N/A  
 Breakfast: Continental  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$70.00**  
  
 Restaurant: Nearby  
 Meeting Cap.: N/A  
 Parking: Free  
 No. of Rooms: 70

**Williamson County****Tax Rate: 11%****Marion****Country Inn & Suites**

1306 Halfway Road  
 Marion, IL 62959  
 Nearest Airport: Marion  
 Courtesy Trans: N/A  
 Fitness: Yes  
 Website: [www.countryinns.com](http://www.countryinns.com)

(618) 997-2444  
 (800) 456-4000  
 (618) 997-2422 (FAX)  
 Amtrak: 15 Miles  
 Breakfast: Full  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$60.00**  
  
 Restaurant: Nearby  
 Meeting Cap.: 80  
 Parking: Complimenta  
 No. of Rooms: 69

<b><u>Drury Inn</u></b>		Rates: <b>Standard</b> <b>\$60.00</b>
2706 West DeYoung Marion, IL 62959 Nearest Airport: Williamson - 4 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.druryhotels.com">www.druryhotels.com</a>	(618) 997-9600 (800) DRURYINN (618) 997-9600 (FAX) Amtrak: N/A Breakfast: Full Pool: Indoor Internet: Complimentary	Restaurant: Adjacent Meeting Cap.: 30/56 Parking: Free No. of Rooms: 129

<b><u>Quality Inn &amp; Suites</u></b>		Rates: <b>Standard</b> <b>\$59.00</b>
2600 West Main Street Marion, IL 62959 Nearest Airport: Rockford Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.choicehotels.com">www.choicehotels.com</a>	(618) 993-6221 (800) 228-5150 (618) 993-8964 (FAX) Amtrak: Carbondale - 20 Miles Breakfast: Continental Pool: Outdoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 40/20 Parking: Free No. of Rooms: 120

<b>Massac County</b>	<b>Tax Rate: 11%</b>	<b>Metropolis</b>
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<b><u>Baymont Inn</u></b>		Rates: <b>Standard</b> <b>\$50.00</b>
203 East Front Street Metropolis, IL 62960 Nearest Airport: N/A Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.baymontinns.com">www.baymontinns.com</a>	(618) 524-5678 (877) 229-6668 (618) 524-2225 (FAX) Amtrak: N/A Breakfast: Continental Pool: Indoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 15 Parking: Free No. of Rooms: 120

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

<b>Jefferson County</b>	<b>Tax Rate: 11%</b>	<b>Mt. Vernon</b>
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<b><u>Holiday Inn</u></b>		Rates: <b>Standard</b> <b>\$60.00</b>
222 Potomac Boulevard, POB 849 Mt. Vernon, IL 62864 Nearest Airport: Mt. Vernon Courtesy Trans: Airport Fitness: Yes Website: <a href="mailto:www.holiday_inn@mvn.net">www.holiday_inn@mvn.net</a>	(618) 244-7100 (800) 465-4329 (618) 242-8876 (FAX) Amtrak: 25 Miles Breakfast: Continental Pool: Indoor Internet: Complimentary	Restaurant: On Site Meeting Cap.: 600/400 Parking: Free No. of Rooms: 223

**Drury Inn & Suites Mt. Vernon**

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

(618) 244-4550  
(800) DRURYINN  
(618) 244-4550 (FAX)  
Amtrak: N/A  
Breakfast: Full  
Pool: Outdoor  
Internet: Complimentary

Rates: **Standard \$60.00**  
  
Restaurant: Adjacent  
Meeting Cap.: 15  
Parking: Free  
No. of Rooms: 81

**Country Inn & Suites - O'Fallon**

116 Regency Park  
O'Fallon, IL 62269  
Nearest Airport: St. Louis - 28 Miles  
Courtesy Trans: N/A  
Fitness: Yes  
Website: [www.countryinns.com](http://www.countryinns.com)

(618) 622-8600  
(800) 456-4000  
(618) 206-3182 (FAX)  
Amtrak: St. Louis - 16 Miles  
Breakfast: Fill  
Pool: Indoor  
Internet: Complimentary

Rates: **Standard \$70.00**  
  
Restaurant: Nearby  
Meeting Cap.: 28/50  
Parking: Free  
No. of Rooms: 66

**Drury Inn & Suites O'Fallon**

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

(618) 624-2211  
(800) 378-7946  
(618) 624-2211 (FAX)  
Amtrak: N/A  
Breakfast: Full  
Pool: Indoor/Outdoor  
Internet: Complimentary

Rates: **Standard \$70.00**  
  
Restaurant: Adjacent  
Meeting Cap.: 200/150  
Parking: Free  
No. of Rooms: 181

**Extended Stay America**

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

(618) 624-1757  
(800) EXTSTAY  
(618) 624-1778 (FAX)  
Amtrak: 35 Miles  
Breakfast: None  
Pool: None  
Internet: 4.99/Day

Rates: **Standard \$74.99**  
  
Restaurant: Adjacent  
Meeting Cap.: N/A  
Parking: Free  
No. of Rooms: 89

**Hampton Inn**

4115 Holiday Lane  
Ottawa, IL 61350  
Nearest Airport: N/A  
Courtesy Trans: N/A  
Fitness: Yes  
Website: [www.hamptoninn.com](http://www.hamptoninn.com)

(815) 434-6040  
(800) HAMPTON  
(815) 434-6045 (FAX)  
Amtrak: N/A  
Breakfast: Continental  
Pool: Indoor  
Internet:

Rates: **Standard**  
  
Restaurant: Nearby  
Meeting Cap.: 45  
Parking: Free  
No. of Rooms: 64

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

<b>Peoria County</b>	<b>Tax Rate: 12%</b>	<b>Peoria/East Peoria</b>
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<b><u>AmericInn</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
9106 North Lindbergh Drive	(309) 692-9200	
Peoria, IL 61615	(309) 692-9262 (FAX)	
Nearest Airport: Peoria - 13 Miles	Amtrak: N/A	Restaurant: Nearby
Courtesy Trans: N/A	Breakfast: Buffet	Meeting Cap.: 75
Fitness: Yes	Pool: Indoor	Parking: Free
Website: <a href="http://www.americinnpeoria.com">www.americinnpeoria.com</a>	Internet: Complimentary	No. of Rooms: 85

<b><u>Country Inn &amp; Suites</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
5309 W. Landens Way	(309) 589-0044	
Peoria, IL 61615	(800) 456-4000	
Nearest Airport: Peoria	(309) 689-0454 (FAX)	
Courtesy Trans: N/A	Amtrak: 35 Miles	Restaurant: Adjacent
Fitness: Yes	Breakfast: Buffet	Meeting Cap.: N/A
Website: <a href="http://www.countryinns.com">www.countryinns.com</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 74

<b><u>Extended Stay America</u></b>		Rates: <b>Standard</b> <b>\$69.99</b>
4306 North Brandywine	(309) 688-3110	
Peoria, IL 61614	(800) EXTSTAY	
Nearest Airport: Peoria - 10 Miles	(309) 688-3070 (FAX)	
Courtesy Trans: N/A	Amtrak: N/A	Restaurant: Nearby
Fitness: No	Breakfast: None	Meeting Cap.: N/A
Website: <a href="http://www.extendedstay.com">www.extendedstay.com</a>	Pool: None	Parking: Free
	Internet: 4.99/Day	No. of Rooms: 104

<b><u>Four Points By Sheraton Downtown Peoria</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
500 Hamilton Blvd	(309) 674-2500	
Peoria, IL 61602	(800) 474-2501	
Nearest Airport: Peoria - 6 Miles	(309) 674-1205 (FAX)	
Courtesy Trans: Airport/Local Area	Amtrak: Bloomington - 42 Miles	Restaurant: On Site
Fitness: Yes	Breakfast: Continental	Meeting Cap.: 1,800/1,000
Website: <a href="http://www.hipeoria.com">www.hipeoria.com</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 319

<b><u>Hotel Pere Marquette</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
501 Main Street	(309) 637-6500	
Peoria, IL 61602	(800) 447-1676	
Nearest Airport: 15 Miles	(309) 671-9445 (FAX)	
Courtesy Trans: Airport	Amtrak: 40 Miles	Restaurant: On Site
Fitness: Yes	Breakfast: Full	Meeting Cap.: 1,100
Website: <a href="http://www.hotelperemarquette.com">www.hotelperemarquette.com</a>	Pool: None	Parking: Free
	Internet: Complimentary	No. of Rooms: 287

<b><u>Peoria Courtyard</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
1928 W. War Memorial Drive	(309) 696-1900	
Peoria, IL 61614	(800) 321-2211	
Nearest Airport: 12 Miles	(309) 696-1900 (FAX)	
Courtesy Trans: N/A	Amtrak: N/A	Restaurant: On Site
Fitness: Yes	Breakfast: None	Meeting Cap.: 40
Website: <a href="http://www.tharaldson.com">www.tharaldson.com</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 78

<b><u>Peoria Residence Inn</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
2000 W. War Memorial Drive	(309) 681-9000	
Peoria, IL 61614	(800) 331-3131	
Nearest Airport: Peoria - 12 Miles	(309) 681-9000 (FAX)	
Courtesy Trans: N/A	Amtrak: N/A	Restaurant: Nearby
Fitness: Yes	Breakfast: Buffet	Meeting Cap.: N/A
Website: <a href="http://www.residenceinn.com">www.residenceinn.com</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 66

<b><u>Red Roof Inn</u></b>		Rates: <b>Standard</b> <b>\$39.99</b>
W. War Memorial Drive	(309) 685-3911	
Peoria, IL 61614	(800) REDROOF	
Nearest Airport: Peoria - 10 Miles	(309) 685-3941 (FAX)	
Courtesy Trans: N/A	Amtrak: N/A	Restaurant: Nearby
Fitness: No	Breakfast: None	Meeting Cap.: N/A
Website: <a href="http://www.redroof.com">www.redroof.com</a>	Pool: None	Parking: Free
	Internet: Complimentary	No. of Rooms: 108

<b><u>Springhill Suites by Marriott</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
2701 West Lake Avenue	(309) 681-2700	
Peoria, IL 61615	(888) 287-9400	
Nearest Airport: Peoria - 8 Miles	(309) 681-2701 (FAX)	
Courtesy Trans: Airport/Local Area	Amtrak: N/A	Restaurant: Nearby
Fitness: Yes	Breakfast: Continental	Meeting Cap.: 70/45
Website: <a href="http://www.springhillpeoria.com">www.springhillpeoria.com</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 124

<b><u>The Grand Hotel</u></b>		Rates: <b>Standard</b> <b>\$69.00</b>
4400 North Brandywine Drive	(309) 686-8000	
Peoria, IL 61614	(800) 2RAMADA	
Nearest Airport: Peoria	(309) 682-8237 (FAX)	
Courtesy Trans: Airport	Amtrak: 30 Miles	Restaurant: On Site
Fitness: Yes	Breakfast: Buffet	Meeting Cap.: 1,000/700
Website: <a href="http://www.grandhotelpeoria.com">www.grandhotelpeoria.com</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 250

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

<b><u>LaQuinta Inn Peru</u></b>		Rates: <b>Standard</b>	<b>\$70.00</b>
4389 Venture Drive	(815) 224-9000		
Peru, IL 61354	(800) 531-5900		
Nearest Airport: Peoria - 1.5 Miles	(815) 224-9100 (FAX)		
Courtesy Trans: N/A	Amtrak: Mendota - 15 Mile	Restaurant: Nearby	
Fitness: No	Breakfast: Continental	Meeting Cap.: 50	
Website: <a href="http://www.lq.com">www.lq.com</a>	Pool: Indoor	Parking: Free	
	Internet: Complimentary	No. of Rooms: 63	

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

<b><u>Fairfield Inn</u></b>		Rates: <b>Standard</b>	<b>\$60.00</b>
4315 Broadway	(217) 223-5922		
Quincy, IL 62305	(800) 228-2800		
Nearest Airport: Quincy - 8 Miles	(217) 223-5922 (FAX)		
Courtesy Trans: N/A	Amtrak: Quincy - 3 Miles	Restaurant: Nearby	
Fitness: No	Breakfast: Continental	Meeting Cap.: 35	
Website: <a href="http://www.tharaldson.com">www.tharaldson.com</a>	Pool: Indoor	Parking: Free	
	Internet: Complimentary	No. of Rooms: 63	

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

<b><u>Quincy City Center Hotel</u></b>		Rates: <b>Standard</b>	<b>\$59.00</b>
201 South 3rd Street	(217) 222-2666		
Quincy, IL 62301	(217) 222-3238 (FAX)		
Nearest Airport: Quincy	Amtrak: Quincy - 3 Miles	Restaurant: None	
Courtesy Trans: N/A	Breakfast: Continental	Meeting Cap.: 600/300	
Fitness: Yes	Pool: Indoor	Parking: Free	
Website: <u>N/A</u>	Internet: Complimentary	No. of Rooms: 132	

**Baymont Inn & Suites**

567 E. Highway 38  
 Rochelle, IL 61068  
 Nearest Airport: Rockford - 25 Miles  
 Courtesy Trans: N/A  
 Fitness: Yes  
 Website: [www.baymontinns.com](http://www.baymontinns.com)

(815) 562-9530  
 (800) BAYMONT  
 (815) 562-9696 (FAX)  
 Amtrak: Rockford - 25 Miles  
 Breakfast: Continental  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$60.00**  
 Restaurant: Nearby  
 Meeting Cap.: 25  
 Parking: Free  
 No. of Rooms: 59

**Holiday Inn Express**

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

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

Rates: **Standard \$60.00**  
 Restaurant: Nearby  
 Meeting Cap.: 60  
 Parking: Free  
 No. of Rooms: 80

**Rock Falls Hotel**

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

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

Rates: **Standard \$60.00**  
 Restaurant: On Site  
 Meeting Cap.: 300  
 Parking: Free  
 No. of Rooms: 117

**Comfort Inn**

2600 52nd Avenue  
 Moline, IL 61265  
 Nearest Airport: Moline - 2 Miles  
 Courtesy Trans: N/A  
 Fitness: No  
 Website: [www.tharaldson.com](http://www.tharaldson.com)

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

Rates: **Standard \$65.00**  
 Restaurant: Nearby  
 Meeting Cap.: N/A  
 Parking: Free  
 No. of Rooms: 62

**Country Inn & Suites Moline Airport**

2721 69th Avenue Court  
 Moline, IL 61265  
 Nearest Airport: Moline - .5 Miles  
 Courtesy Trans: N/A  
 Fitness: Yes  
 Website: [www.countryinns.com](http://www.countryinns.com)

(309) 797-4249  
 (309) 797-4253 (FAX)  
 Amtrak: Galesburg - 45 Miles  
 Breakfast: Continental  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$70.00**  
 Restaurant: Nearby  
 Meeting Cap.: N/A  
 Parking: Free  
 No. of Rooms: 61

<b><u>Holiday Inn - Rock Island</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
226 17th Street	(309) 794-1212	
Rock Island, IL 61201	(800) 465-4329	
Nearest Airport: Moline - 10 Miles	(309) 794-0852 (FAX)	
Courtesy Trans: Airport	Amtrak: N/A	Restaurant: On Site
Fitness: Yes	Breakfast: Continental	Meeting Cap.: 400
Website: <a href="http://www.holidayinn.com/rockislandil">www.holidayinn.com/rockislandil</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 172

<b><u>Super 8 Moline</u></b>		Rates: <b>Standard</b> <b>\$36.00</b>
2501 52nd Avenue	(309) 797-5580	
Moline, IL 61265	(800) 800-8000	
Nearest Airport: Quad Cities	(309) 799-1561 (FAX)	
Courtesy Trans: N/A	Amtrak: Galesburg - 30 Miles	Restaurant: Adjacent
Fitness: Yes	Breakfast: Continental	Meeting Cap.: 12
Website: <a href="http://www.staymoline.com">www.staymoline.com</a>	Pool: None	Parking: Free
	Internet: Complimentary	No. of Rooms: 100

<b>Winnebago County</b>	<b>Tax Rate: 12%</b>	<b>Rockford</b>
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<b><u>Candlewood Suites</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
7555 Walton Street	(815) 229-9300	
Rockford, IL 61108	(888) CANDLEWOOD	
Nearest Airport: Rockford	(815) 229-9323 (FAX)	
Courtesy Trans: N/A	Amtrak: N/A	Restaurant: Nearby
Fitness: Yes	Breakfast: None	Meeting Cap.: N/A
Website: <a href="http://www.suitesrockford.com">www.suitesrockford.com</a>	Pool: None	Parking: Free
	Internet: Complimentary	No. of Rooms: 66

<b><u>Comfort Inn</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
7392 Argus Drive	(815) 398-7061	
Rockford, IL 61107	(800) 228-5150	
Nearest Airport: Rockford - 7 Miles	(815) 398-7061 (FAX)	
Courtesy Trans: N/A	Amtrak: N/A	Restaurant: Nearby
Fitness: No	Breakfast: Continental	Meeting Cap.: N/A
Website: <a href="http://www.rockfordci@tharaldson.com">www.rockfordci@tharaldson.com</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 64

<b><u>Days Inn Rockford</u></b>		Rates: <b>Standard</b> <b>\$50.00</b>
220 S. Lyford Road	(815) 332-4915	
Rockford, IL 61108	(800) 329-7466	
Nearest Airport: Rockford - 4 Miles	(815) 332-4843 (FAX)	
Courtesy Trans: N/A	Amtrak: N/A	Restaurant: Adjacent
Fitness: Yes	Breakfast: Continental	Meeting Cap.: 12
Website: <a href="http://www.stayrockford.com">www.stayrockford.com</a>	Pool: None	Parking: Free
	Internet: Complimentary	No. of Rooms: 98

<b><u>Extended Stay America</u></b>		Rates: <b>Standard</b> <b>\$54.99</b>
653 Clark Drive	(815) 226-8969	
Rockford, IL 61107	(800) EXTSTAY	
Nearest Airport: Rockford - 17 Miles	(815) 226-8753 (FAX)	
Courtesy Trans: N/A	Amtrak: N/A	Restaurant: Nearby
Fitness: No	Breakfast: None	Meeting Cap.: N/A
Website: <a href="http://www.extendedstay.com">www.extendedstay.com</a>	Pool: None	Parking: Free
	Internet: 4.99/Day	No. of Rooms: 104

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

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

<b><u>Lexington Hotel at Cliffbreakers</u></b>		Rates: <b>Standard</b> <b>\$65.00</b>
700 W. Riverside Boulevard	(815) 282-3033	
Rockford, IL 61103	(877) 539-7070	
Nearest Airport: Rockford	(815) 637-4704 (FAX)	
Courtesy Trans: 5 Mile Radius	Amtrak: 90 Miles	Restaurant: On Site
Fitness: Yes	Breakfast: Full	Meeting Cap.: 30,000 Sq. Ft
Website: <a href="http://www.cliffbreakers.com">www.cliffbreakers.com</a>	Pool: Indoor	Parking: Complimenta
	Internet: Complimentary	No. of Rooms: 105

<b><u>Motel 6</u></b>		Rates: <b>Standard</b> <b>\$34.00</b>
7712 Potawatomi Trail	(815) 397-8000	
Rockford, IL 61107	(800) 228-2800	
Nearest Airport: Rockford	(815) 397-8183 (FAX)	
Courtesy Trans: N/A	Amtrak: N/A	Restaurant: Nearby
Fitness: No	Breakfast: None	Meeting Cap.: N/A
Website: <a href="http://www.motel6.com">www.motel6.com</a>	Pool: Outdoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 131

<b><u>Red Roof Inn</u></b>		Rates: <b>Standard</b> <b>\$49.00</b>
7434 E. State Street	(815) 398-9750	
Rockford, IL 61108	(800) REDROOF	
Nearest Airport: Rockford - 17 Miles	(815) 398-9761 (FAX)	
Courtesy Trans: N/A	Amtrak: N/A	Restaurant: Nearby
Fitness: No	Breakfast: None	Meeting Cap.: N/A
Website: <a href="http://www.redroof.com">www.redroof.com</a>	Pool: None	Parking: Free
	Internet: Complimentary	No. of Rooms: 108

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

<b><u>Staybridge Suites</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
633 N. Bell School Road	(815) 397-0200	
Rockford, IL 61107	(877) 238-8889	
Nearest Airport: Rockford - 13 Miles	(815) 397-0202 (FAX)	
Courtesy Trans: 10 Mile Radius	Amtrak: Harvard - 30 Miles	Restaurant: Adjacent
Fitness: Yes	Breakfast: Continental	Meeting Cap.: 40/24
Website: <a href="http://www.staybridge.com/rockford">www.staybridge.com/rockford</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 86

<b><u>Studio Plus</u></b>		Rates: <b>Standard</b> <b>\$59.99</b>
747 N. Bell School Rd.	(815) 397-8316	
Rockford, IL 61107	(800) EXTSTAY	
Nearest Airport: O'Hare - 25 Miles	(815) 397-8373 (FAX)	
Courtesy Trans: N/A	Amtrak: Glenview - 20 Miles	Restaurant: Nearby
Fitness: No	Breakfast: None	Meeting Cap.: N/A
Website: <a href="http://www.extendedstay.com">www.extendedstay.com</a>	Pool: None	Parking: Free
	Internet: 4.99/Day	No. of Rooms: 73

<b>Sangamon County</b>	<b>Tax Rate: 12%</b>	<b>Springfield</b>
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<b><u>Baymont Inn</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
5871 South 6th Street	(217) 529-6655	
Springfield, IL 62703	(877) BAYMONT	
Nearest Airport: Springfield - 9 Miles	(217) 529-6510 (FAX)	
Courtesy Trans: Local Area	Amtrak: Springfield - 6 Miles	Restaurant: Adjacent
Fitness: Yes	Breakfast: Full	Meeting Cap.: 15/20
Website: <a href="http://www.baymontinns.com/hotel/17908">www.baymontinns.com/hotel/17908</a>	Pool: Indoor/Outdoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 75

<b><u>Candlewood Suites</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
2501 Sunrise Drive	(217) 522-5100	
Springfield, IL 62703	(888) 226-3539	
Nearest Airport: Spfld. - 10 Miles	(217) 522-5101 (FAX)	
Courtesy Trans: N/A	Amtrak: Spfld. - 5 Miles	Restaurant: Nearby
Fitness: Yes	Breakfast: None	Meeting Cap.: 30
Website: <a href="http://www.candlewoodsuites.com">www.candlewoodsuites.com</a>	Pool: None	Parking: Free
	Internet: Complimentary	No. of Rooms: 110

<b><u>Carpenter Street Hotel</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
525 North 6th Street	(217) 789-9100	
Springfield, IL 62702	(888) 779-9100	
Nearest Airport: Springfield - 8 Miles	(217) 789-9387 (FAX)	
Courtesy Trans: Local Area	Amtrak: 5 Blocks	Restaurant: Nearby
Fitness: Yes	Breakfast: Full	Meeting Cap.: N/A
Website: <a href="http://www.carpenterstreethotel.com">www.carpenterstreethotel.com</a>	Pool: N/A	Parking: Free
	Internet: Complimentary	No. of Rooms: 55

<b><u>Comfort Inn</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
3442 Freedom Drive	(217) 787-2250	
Springfield, IL 62704	(800) 228-5150	
Nearest Airport: Springfield	(217) 863-2033 (FAX)	
Courtesy Trans: N/A	Amtrak: 6 Miles	Restaurant: Adjacent
Fitness: No	Breakfast: Full	Meeting Cap.: N/A
Website: <a href="http://www.comfortinn.com">www.comfortinn.com</a>	Pool: Indoor	Parking: Free
	Internet: Complimentary	No. of Rooms: 66

<b><u>Comfort Suites</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
2620 South Dirksen Parkway Springfield, IL 62703 Nearest Airport: Springfield - 7 Miles Courtesy Trans: Local Area Fitness: Yes Website: <a href="http://www.choicehotels.com">www.choicehotels.com</a>	(217) 753-4000 (800) 424-6423 (217) 753-4166 (FAX) Amtrak: Springfield - 4 Miles Breakfast: Continental Pool: Indoor Internet: Complimentary	Restaurant: Adjacent Meeting Cap.: 40 Parking: Free No. of Rooms: 93

<b><u>Crowne Plaza</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
3000 South Dirksen Parkway Springfield, IL 62703 Nearest Airport: Springfield - 8 Miles Courtesy Trans: Airport Fitness: Yes Website: <a href="http://www.cpspringfieldcrowneplaza.com">www.cpspringfieldcrowneplaza.com</a>	(217) 529-7777 (800) 2CROWNE (217) 529-6666 (FAX) Amtrak: Springfield - 5 Miles Breakfast: None Pool: Indoor Internet: 9.95/Day	Restaurant: On Site Meeting Cap.: 2,500/1,250 Parking: Free No. of Rooms: 288

<b><u>Days Inn</u></b>		Rates: <b>Standard</b> <b>\$64.00</b>
3000 Stevenson Drive Springfield, IL 62703 Nearest Airport: Springfield Courtesy Trans: N/A Fitness: No Website: <a href="http://www.daysinnspringfield.com">www.daysinnspringfield.com</a>	(217) 529-0171 (800) 329-7466 (217) 529-9431 (FAX) Amtrak: Springfield - 4 Miles Breakfast: Continental Pool: Outdoor Internet: Complimentary	Restaurant: Adjacent Meeting Cap.: 65/40 Parking: Free No. of Rooms: 130

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

<b><u>Hilton Garden Inn</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
3100 S. Dirksen Parkway Springfield, IL 62703 Nearest Airport: Springfield - 12 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.springfieldil.gardeninn.com">www.springfieldil.gardeninn.com</a>	(217) 529-7171 (800)HILTONS (217) 529-7172 (FAX) Amtrak: Springfield - 5 Miles Breakfast: None Pool: Indoor Internet: Complimentary	Restaurant: On Site Meeting Cap.: 280/190 Parking: Free No. of Rooms: 117

<b><u>Hilton Springfield</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
700 East Adams Street Springfield, IL 62702 Nearest Airport: Springfield Courtesy Trans: Airport/Amtrak Fitness: Yes Website: <a href="http://www.springfieldil.hilton.com">www.springfieldil.hilton.com</a>	(217) 789-1530 (800) HILTONS (217) 789-0709 (FAX) Amtrak: Springfield - 0.5 Miles Breakfast: Pool: Indoor Internet: Complimentary	Restaurant: On-Site Meeting Cap.: 2,000/1,000 Parking: 8.00/Day No. of Rooms: 360

<b><u>Holiday Inn Express &amp; Suites</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
3050 S. Dirksen Pkwy. Springfield, IL 62703 Nearest Airport: Springfield - 8 Miles Courtesy Trans: Airport Fitness: Yes Website: <a href="http://www.holidayinn.com">www.holidayinn.com</a>	(217) 529-7771 (800) HOLIDAY (217) 529-1777 (FAX) Amtrak: 5 Miles Breakfast: Continental Pool: None Internet: Complimentary	Restaurant: Adjacent Meeting Cap.: 40/20 Parking: Free No. of Rooms: 140

<b><u>Homestyle Inn &amp; Suites</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
500 N. 1st Street Springfield, IL 62702 Nearest Airport: Springfield - 3 Miles Courtesy Trans: N/A Fitness: Yes Website: <a href="http://www.homestyleinns.com">www.homestyleinns.com</a>	(217) 522-1100 (217) 753-8589 (FAX) Amtrak: Springfield - .5 Miles Breakfast: Continental Pool: Outdoor Internet: Complimentary	Restaurant: Nearby Meeting Cap.: 40 Parking: Free No. of Rooms: 50

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

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

<b><u>Northfield Inn &amp; Suites</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
3280 Northfield Drive Springfield, IL 62702 Nearest Airport: Springfield - 4 Miles Courtesy Trans: Airport/Amtrak Fitness: Yes Website: <a href="http://www.northfieldinn.com">www.northfieldinn.com</a>	(217) 523-7900 (866) 577-7900 (217) 523-7273 (FAX) Amtrak: Springfield - 5 Miles Breakfast: Continental Pool: Indoor Internet: Complimentary	Restaurant: On Site Meeting Cap.: 1,600/700 Parking: Free No. of Rooms: 109

<b><u>President Abraham Lincoln Hotel</u></b>		Rates: <b>Standard</b> <b>\$70.00</b>
701 East Adams Street Springfield, IL 62701 Nearest Airport: Springfield - 3 Miles Courtesy Trans: Airport/Amtrak Fitness: Yes Website: <a href="http://www.presidentabrahamlincolnhotel.com">www.presidentabrahamlincolnhotel.com</a>	(217) 544-8800 (800) 228-9898 (217) 544-9607 (FAX) Amtrak: Springfield - .5 Miles Breakfast: None Pool: Indoor Internet: Complimentary	Restaurant: On Site Meeting Cap.: 700/575 Parking: 7.00/Day No. of Rooms: 316

<b><u>Ramada Springfield North</u></b>		Rates: <b>Standard</b>	<b>\$69.00</b>
3281 Northfield Road	(217) 523-4000		
Springfield, IL 62702	(800) 2RAMADA		
Nearest Airport: Springfield - 4 Miles	(217) 523-4080 (FAX)		
Courtesy Trans: Airport/Amtrak	Amtrak: Springfield - 5 Miles	Restaurant: Nearby	
Fitness: Yes	Breakfast: Continental	Meeting Cap.: 90/60	
Website: <a href="http://www.ramada.com">www.ramada.com</a>	Pool: Indoor	Parking: Free	
	Internet: Complimentary	No. of Rooms: 97	

<b><u>Red Roof Inn</u></b>		Rates: <b>Standard</b>	<b>\$39.99</b>
3200 Singer Avenue	(217) 753-4302		
Springfield, IL 62703	(800) REDROOF		
Nearest Airport: Springfield - 7 Miles	(217) 753-4391 (FAX)		
Courtesy Trans: N/A	Amtrak: Springfield - 5 Miles	Restaurant: Nearby	
Fitness: No	Breakfast: None	Meeting Cap.: N/A	
Website: <a href="http://www.redroof.com">www.redroof.com</a>	Pool: None	Parking: Free	
	Internet: Complimentary	No. of Rooms: 108	

<b><u>Route 66 Hotel &amp; Conference Center</u></b>		Rates: <b>Standard</b>	<b>\$59.00</b>
625 E. St. Joseph Street	(217) 529-6626		
Springfield, IL 62703	(888) 707-8366		
Nearest Airport: Springfield	(217) 529-4666 (FAX)		
Courtesy Trans: N/A	Amtrak: 1.5	Restaurant: On Site	
Fitness: No	Breakfast: None	Meeting Cap.: 450/350	
Website: <a href="http://www.rt66hotel.com">www.rt66hotel.com</a>	Pool: Outdoor	Parking: Free	
	Internet: Complimentary	No. of Rooms: 114	

<b><u>Sleep Inn</u></b>		Rates: <b>Standard</b>	<b>\$70.00</b>
3470 Freedom Drive	(217) 787-6200		
Springfield, IL 62704	(800) SLEEPINN		
Nearest Airport: Springfield - 7 Miles	(217) 787-6200 (FAX)		
Courtesy Trans: N/A	Amtrak: Springfield - 6 miles	Restaurant: Adjacent	
Fitness: No	Breakfast: Continental	Meeting Cap.: N/A	
Website: <a href="http://www.choicehotels.com/hotel/IL133">www.choicehotels.com/hotel/IL133</a>	Pool: None	Parking: Free	
	Internet: Complimentary	No. of Rooms: 61	

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

<b><u>The State House Inn</u></b>		Rates: <b>Standard</b>	<b>\$70.00</b>
101 E. Adams	(217) 528-5100		
Springfield, IL 62701	(800) 424-6423		
Nearest Airport: Springfield - 8 Miles	(217) 528-4358 (FAX)		
Courtesy Trans: N/A	Amtrak: .5 Miles	Restaurant: Nearby	
Fitness: Yes	Breakfast: Full	Meeting Cap.: 300/200	
Website: <a href="http://www.thestatehouseinn.com">www.thestatehouseinn.com</a>	Pool: None	Parking: 9.00/Day	
	Internet: Complimentary	No. of Rooms: 125	

**Travelodge**

3751 S. 6th St.  
 Springfield, IL 62703  
 Nearest Airport: 11 Miles  
 Courtesy Trans: N/A  
 Fitness: Yes  
 Website: [www.travelodge.com](http://www.travelodge.com)

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

Rates: **Standard \$43.00**  
 Restaurant: On Site  
 Meeting Cap.: N/A  
 Parking: Free  
 No. of Rooms: 93

**Jo Daviess County****Tax Rate: 11%****Stockton****Country Inn & Suites Stockton**

200 Dillon Avenue  
 Stockton, IL 61085  
 Nearest Airport: N/A  
 Courtesy Trans: N/A  
 Fitness: Yes  
 Website: [www.countryinns.com](http://www.countryinns.com)

(815) 957-6060  
 (800) 456-4000  
 (815) 947-9898 (FAX)  
 Amtrak: N/A  
 Breakfast: Full  
 Pool: Indoor  
 Internet: Complimentary

Rates: **Standard \$60.00**  
 Restaurant: Nearby  
 Meeting Cap.: 40  
 Parking: Free  
 No. of Rooms: 40

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

112 Warren Drive  
 Waterloo, IL 62298  
 Nearest Airport: St. Louis  
 Courtesy Trans: N/A  
 Fitness: Yes  
 Website: [www.waterlooinn.net](http://www.waterlooinn.net)

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

Rates: **Standard \$60.00**  
 Restaurant: Adjacent  
 Meeting Cap.: N/A  
 Parking: Free  
 No. of Rooms: 45

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

12575 Golf Course Road  
 Whittington, IL 62897  
 Nearest Airport: N/A  
 Courtesy Trans: N/A  
 Fitness: No  
 Website: [www.rendlake.org](http://www.rendlake.org)

(618) 629-2600  
 (800) 999-0977  
 (618) 629-2365 (FAX)  
 Amtrak: N/A  
 Breakfast: Continental  
 Pool: Outdoor  
 Internet: Complimentary

Rates: **Standard \$60.00**  
 Restaurant: On Site  
 Meeting Cap.: 250  
 Parking: Free  
 No. of Rooms: 46

## **LODGING EXCEPTIONS**

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

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

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

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

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

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

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

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

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

## **TRANSPORTATION**

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

## AIRLINES

### Reservation/Booking Procedures

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

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

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

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

### Airport Security

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

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

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

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

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

### **Toll-Free Reservation Numbers and Internet Address**

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

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

### **Springfield/Chicago Route**

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

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

### **United Express**

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

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

Reservations:

- (800) 241-6522
- [www.united.com](http://www.united.com)

### **American Airlines**

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

### **CAR RENTAL AGREEMENTS**

The Governor's Travel Control Board 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 a personal debit or 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	<a href="http://www.alamo.com">www.alamo.com</a>
Avis	(800) 331-1212	<a href="http://www.avis.com">www.avis.com</a>
Budget	(800) 527-0700	<a href="http://www.drivebudget.com">www.drivebudget.com</a>
Dollar Rent A Car	(800) 800-4000	<a href="http://www.wv2.dollar.com">www.wv2.dollar.com</a>
Enterprise Rent A Car	(800) 325-8007	<a href="http://www.enterprise.com">www.enterprise.com</a>
Hertz	(800) 654-3131	<a href="http://www.hertz.com">www.hertz.com</a>
National Car Rental	(800) 227-7368	<a href="http://www.nationalcar.com">www.nationalcar.com</a>
Thrifty	(800) 367-2277	<a href="http://www.thrifty.com">www.thrifty.com</a>

### **AMTRAK**

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

State employees receive discounted rates from Amtrak between Springfield and Chicago. The one-way Coach rate is \$18.00 (either direction). The State of Illinois rate of \$18.00 is available **Monday through Friday**. When traveling on a weekend travelers must ask for the lowest available fare. Because Amtrak frequently changes its schedule, exact departure and arrival times for the Springfield/Chicago route are not listed. Currently, Amtrak offers five (5) daily trips, in each direction, between Springfield and Chicago. Complete schedules for all Illinois cities served by Amtrak may be obtained at a local Amtrak station, by calling the Illinois Department of Transportation, Bureau of Railroads, at (217) 782-4981.

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

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

Reservations:

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

Employees may use obtain additional information on Amtrak locations and routes through the Internet at [www.amtrak.com](http://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**

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

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.