TRAVEL GUIDE FOR STATE EMPLOYEES

July 1, 2016

Dear State Employee,

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

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

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

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

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

Thank you for your continued cooperation and support.

Sincerely,

Trey Childress
Chairman
Governor’s Travel Control Board
STATE OF ILLINOIS

GOVERNOR’S TRAVEL CONTROL BOARD

TRAVEL GUIDE FOR STATE EMPLOYEES

July 1, 2016

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THE TRAVEL REGULATION COUNCIL

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


SUBPART A: GENERAL

Section 3000.100  Authority

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

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

Section 3000.110  Philosophy

The Travel Regulation Council believes first and foremost that State employees are honest individuals and that claims for reimbursement are made in all good faith. The Council is therefore obliged to deal fairly with agencies and individuals in carrying out its responsibilities.
Section 3000.120 Policy

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

Section 3000.130 Scope and Interpretation

a) This Part shall apply to the following:
   1) All full and part-time employees of the State regardless of funding source;
   2) Public members, whether salaried or unsalaried of State Boards, Commissions, and Authorities, advisory or otherwise;
   3) Wards and charges of the State.

b) The following are specifically exempt from this Part:
   1) Elected constitutional officers and members of constitutional State Boards.
   2) Members of the General Assembly
   3) Judges
   4) The Auditor General
   5) Independent Contractors

c) Questions regarding interpretation and application of this Part shall first be addressed to an individual's employing agency. The employing agency may refer the question to the Travel Control Board holding jurisdiction over the Agency. The Travel Regulation Council shall have final interpretation of this Part. The decision of the Council as to the proper interpretation of any such rule shall be final and binding. All covered agencies and employees shall comply with the Council's decision in the absence of a written opinion from the Attorney General or a decision of a court of competent jurisdiction.

Section 3000.140 Definitions

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

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

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

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

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

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

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

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

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

SUBPART B: TRAVEL CONTROL SYSTEM

Section 3000.200 Travel Control System

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

Section 3000.210 Designation of Headquarters

a) Section 12-3 of the State Finance Act, [30 ILCS 105/12-3], requires that Form TA-2 be completed and filed with the Legislative Audit Commission for any individual whose headquarters has been designated as a location other than that
at which official duties require the largest part of working time. The reports shall be filed no later than July 15 for the period from January 1 through June 30 of that year and no later than January 15 for the period July 1 through December 31 of the preceding year. If an agency has more than one facility or institution, the report shall indicate on its face to which facility or institution the data pertain.

b) Agencies with no officers or employees in this status will file negative reports.

c) The Travel Control Boards shall prescribe procedures for headquarters designation for Agency Heads under their respective jurisdictions.

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

Section 3000.220 Expenses at Headquarters or Residence

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

b) "Travel through headquarters" is defined as:
Any travel to or through the corporate city limits of the employee’s designated headquarters, regardless of whether the employee made a stop at the work site or changed vehicles or modes of transportation.

c) Examples of reimbursable mileage expenses are as follows:

1) Residence/Lincoln – Headquarters/Springfield. Employee drives from residence in Lincoln to Chicago and returns to residence. Reimbursement is for all mileage because the travel was not to or through headquarters.

2) Residence/Lincoln – Headquarters/Springfield. Employee drives from residence in Lincoln to Collinsville and back to residence. Reimbursement is for all mileage in excess of commuting mileage. The travel, by the most direct route, was through headquarters.

3) Residence/Carbondale – Headquarters/Marion. Employee drives from residence to headquarters. Later, employee drives from headquarters to Anna and back to residence. Reimbursement is for all mileage in excess of commuting mileage.

4) Residence/Evanston – Headquarters/JRTC, Chicago. Employee drives from residence to McCormick Place for an event. After the event, the
employee drives to headquarters, then to residence. Reimbursement is for all mileage in excess of commuting mileage because the travel was through headquarters.

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

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

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

Section 3000.230 Preparation and Submission of Vouchers or Travel Expenses

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

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

SUBPART C: TRANSPORTATION

Section 3000.300 Modes of Transportation

a) All travel shall be by the most economical mode of transportation available considering travel time, costs and work requirements. Modes of transportation authorized for official travel include automobiles, railroads, airlines, buses, taxicabs, and other usual means of conveyance.

b) State vehicles may be used when most economical. When applicable, Vehicle Rules (44 Ill. Adm. Code 5040) issued by the Department of Central Management Services shall govern use of State-owned vehicles. Agency rules further defining use of vehicles may also apply. Specific instructions covering service and repairs of these vehicles are to be found in the glove compartment of each vehicle.

c) Arrangements on airplanes, trains, or boats shall be the least costly reasonably available alternative.

d) Chartered aircraft, boats, trains, buses or other similar conveyance shall be used only as a last resort or if proven to be most economical for the circumstances. A full explanation for the use of that transportation must accompany the voucher.
e) The rental of an automobile while on travel status is allowed, if circumstances require. The most economical vehicle available that is suitable for the State's business shall be obtained. The collision damage waiver and personal accident insurance on rented vehicles are not reimbursable.

f) Privately owned vehicles may be used when authorized by appropriate agency personnel.
   1) Employees using private vehicles on State business must have insurance coverage in an amount not less than that required by Section 10-101(b) of the Illinois Vehicle Code [625 ILCS 5/10-101(b)]. Prior to that authorization the Agency Head shall require employees to file a statement certifying that they are duly licensed and carry at least the minimum insurance coverage or shall require that certification to be noted on the travel voucher.
   2) Reimbursement for use of a private vehicle shall be on a mileage basis and shall be in accordance with the rate promulgated pursuant to 5 USC 5707(b)(2) and as shown in Appendix A (Reimbursement Schedule). In the event the rate set under the federal regulations increases or decreases during the course of the State's fiscal year, the effective date of the new rate shall be the effective date of the change in the federal rate.

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

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

Section 3000.310 Routing

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

SUBPART D: LODGING

Section 3000.400 Lodging Allowances

a) The lodging allowances specified in Appendix A, Reimbursement Schedule are the maximum rates allowed by the Travel Control Boards. The Council shall review the rates annually to determine necessary adjustments. Except as provided in Section 3000.430, only commercial lodging may be reimbursed.

b) The maximum reimbursement for lodging in Cook County, Illinois and the District of Columbia shall be in accordance with Section 12-2(e) of the State Finance Act [30 ILCS 105/12-2(e)].

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

Section 3000.410 Least Costly Lodging

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

Section 3000.420 Conference Lodging

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

Section 3000.430 Employee Owned or Controlled Housing

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

SUBPART E: PER DIEM-MEALS

Section 3000.500 Per Diem Allowance

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

c) Per diem shall be based on the Quarter System for computing the allowance for days or fractions thereof. Each quarter shall be 6 hours commencing at midnight, 6:00 a.m., Noon, and 6:00 p.m. The traveler shall be allowed one fourth of the allowance for each period of 6 hours or fraction thereof.

d) Meal allowance and per diem may not be mixed on the same trip or day.

Section 3000.510 Meal Allowance

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

b) The meal allowances are given when the traveler is not eligible to receive per diem. Receipts need not be submitted to support these.

c) Breakfast is payable when an employee is on travel status and leaves headquarters or residence (if reporting directly to the destination) at or before 6:00 a.m.

d) Lunch is not a reimbursable expense. The amount for lunch is established for the purpose of setting a per meal ceiling on conference lunches and meals purchased for non-State officers and employees.

e) Dinner is payable when an employee is on travel status and arrives back at headquarters or residence (if reporting directly from destination) at or after 7:00 p.m. For employees commencing travel after close of business, but before 6:30 p.m., dinner reimbursement is allowed if the traveler would not be eligible for per diem.

SUBPART F: MISCELLANEOUS RULES

Section 3000.600 Reimbursable and Non-Reimbursable Expenses

a) The cost of business related special expenses, if reasonable, shall be reimbursable. Examples are:

1) Hire of room, exhibit space, set up, and such for official business.

2) Laundry and dry cleaning if on travel status for at least seven (7) consecutive days.
3) Storage and handling of baggage.

4) Taxis including reasonable tips.

5) Telephone calls on official business including calls of 3 minutes or less to announce safe arrival or delay-change in plans.

6) Telephone calls to secure lodging

b) Examples of non-reimbursable expenses are:

1) Alcoholic Beverages

2) Coat Check

3) Entertainment

4) Late check-out and room guarantee charges

5) Meals for other State employees or Officers

6) Parking tickets or other traffic tickets

7) Tips incurred beyond those specifically provided in this Part

8) Transportation to procure meals except as provided in Section 3000.610.

Section 3000.610 Expenses Related to Transportation

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

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

c) Where the nature and location of work at a temporary duty station are such that suitable meals cannot be procured there, the expenses of daily travel required to procure meals at the nearest available place shall be considered necessary transportation. A statement of the necessity for such daily travel shall accompany or be noted on the travel voucher.

Section 3000.620 Receipts Required
Receipts are required for any transportation, lodging, or miscellaneous expense that individually exceeds $10.00. Lack of receipts is an exception to this Section and shall be addressed in accordance with policies established by the respective Travel Control Boards. Agency Heads and/or Travel Control Boards may require receipts for lesser amounts.

Section 3000.630  Meals for Other Persons

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

SUBPART G: EXCEPTIONS

Section 3000.700  Exceptions to the Rules

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

Section 3000.710  Board/Agency Rules

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

Section 3000.720  Non-Required Travel

When travel is not required as a condition of employment and is a benefit to both the agency and the employee, the Agency Head or designee may provide partial reimbursement. The reimbursement may not in any case exceed the rates otherwise authorized.
TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES
SUBTITLE I: GENERAL TRAVEL CONTROL
CHAPTER I: DEPARTMENT OF CENTRAL MANAGEMENT SERVICES/
GOVERNOR'S TRAVEL CONTROL BOARD

PART 2800
TRAVEL

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2800.220 Travel Authority
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2800.700 Special Exceptions-Requested in Advance
2800.710 Ex Post Facto Exceptions

2800.APPENDIX A Reimbursement Schedule


SUBPART A: GENERAL

Section 2800.100 Definitions

The following definitions shall apply to this Part:

"Board": The Governor's Travel Control Board

"Council": The Travel Regulation Council

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

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

Section 2800.110 Application and Interpretation

a) Nothing in this Part shall be construed to conflict with or replace the Travel Regulation Council rules (80 Ill. Adm. Code 3000).

b) This Part shall apply to all full and part time employees and all public members of authorities, boards and commissions, whether salaried or unsalaried, not subject to the jurisdiction of another travel control board.

c) This Part shall not apply to:

1) the Governor;

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

SUBPART B: TRAVEL CONTROL SYSTEM

Section 2800.200 Travel Control System

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

Section 2800.210 Travel Coordinator

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

Section 2800.220 Travel Authority

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

Section 2800.230 Government Charge Cards (Repealed)
Section 2800.235 Expenses at Headquarters or Residence

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

b) Examples of reimbursable mileage expenses include:

1) Residence/Lincoln – Headquarters/Springfield. Employee drives from residence in Lincoln to Chicago and returns to residence. Reimbursement is for all mileage in excess of commuting mileage.

2) Residence/Lincoln – Headquarters/Springfield. Employee drives from residence in Lincoln to Collinsville and back to residence. Reimbursement is for all mileage in excess of commuting mileage.

3) Residence/Carbondale – Headquarters/Marion. Employee drives from residence to headquarters. Later, employee drives from headquarters to Anna and back to residence. Reimbursement is for all mileage in excess of commuting mileage.

4) Residence/Evanston – Headquarters/JRTC, Chicago. Employee drives from residence to McCormick Place for an event. After the event, the employee drives to headquarters, then to residence. Reimbursement is for all mileage in excess of commuting mileage.

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

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.
Section 2800.240  Travel Vouchers

a) The purpose of the travel shall be indicated on the travel vouchers.

b) When applicable, the travel voucher shall show in the space provided the dates and times of travel, the points of departure and destination, the mode of transportation, the cost of the transportation secured, lodging, meals per diem and other expenses.

c) If meals or per diem are not claimed, times of arrival and departure are not required.

d) When a privately owned vehicle is used, the travel voucher shall show, at minimum, commuting mileage (if applicable), the dates, points of travel and mileage. If the distance traveled between any given points is greater than the usual route between these points shown on a road map, the reason for the greater distance shall be explained and detailed separately.

e) Travel vouchers shall be supported by receipts in all instances for railroad and airplane transportation, lodging, taxis, and all other items in excess, individually, of $10.00 except for meals.

f) The travel expense voucher shall be prepared in ink or typewritten. All copies of the voucher shall be signed in ink by the individual who has incurred the expense and his/her supervisor.

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

Section 2800.250  Approval and Submission of Travel Vouchers

a) Each voucher shall be first approved by the individual's immediate supervisor, who shall certify that the travel shown was required by official duties.

b) The voucher shall then be approved by the Agency Head or a designated representative, who shall sign the original of the voucher. The original and one copy of the travel voucher, together with the required receipts and attachments, shall be forwarded to the Comptroller for issuance of the warrant for payment.

Section 2800.260  Items Directly Billed

a) Agency Heads shall keep billing of travel expenses directly to the State to the least extent possible.

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

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

Section 2800.270 Conference Registration Fees

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

SUBPART C: TRANSPORTATION EXPENSES

Section 2800.300 Incidental Expenses for Private and State Owned Automobiles

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

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

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

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

SUBPART D: LODGING

Section 2800.400 Conference Lodging

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

Section 2800.410 Employee Owned or Controlled Housing

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

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

SUBPART E: PER DIEM MEALS

Section 2800.500 Conference Meals

a) If a conference fee includes a meal, the meal or per diem allowance shall be
reduced by the actual value of the meal or the amount of the applicable meal allowance shown in the Reimbursement Schedule, whichever is less.

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

SUBPART F: MISCELLANEOUS RULES

Section 2800.600 Lack of Receipts

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

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

Section 2800.650 Headquarter Designation for Agency Heads

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

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

SUBPART G: EXCEPTIONS TO THE RULES

Section 2800.700 Special Exceptions – Requested In Advance

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

b) Travel outside of Illinois (including travel outside the contiguous United States) requires the approval of the Governor's Office of Management Budget prior to the travel. All requests shall be submitted to the Governor's Office of Management and Budget's on-line travel system (eTravel) at least 30 days in advance of the departure date. Requests shall be approved, partially approved or denied based
on the needs of the agency. The agency submitting the request must describe the purpose of the travel and why it is critical and provide a detailed breakdown of travel-related costs.

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

Section 2800.710 Ex Post Facto Exceptions

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

b) In all cases of requests for approval for payment of hotel rates which exceed the maximum rates permitted, a diligent effort must have been made to obtain lodging in a hotel honoring the State rate. A reasonable number of hotels must be contacted. Contacting three or four additional hotels in an urban area will be considered reasonable. This is not required in the case of an individual who attends a conference and stays at or near the hotel where the conference is held as provided for in Section 2800.440.

(Source: Amended at 20 Ill. Reg. 7379, effective May 13, 1996)
The following rates are effective for Agencies under the jurisdiction of the Board.

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

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

All other out-of-state locations

<table>
<thead>
<tr>
<th>Location</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>District of Columbia</em></td>
<td>$110.00</td>
</tr>
<tr>
<td><em>New York City</em></td>
<td>$110.00</td>
</tr>
<tr>
<td>All other out-of-state locations</td>
<td>$90.00</td>
</tr>
</tbody>
</table>

Out-of-Country Actual Reasonable

* The maximum reimbursement rate in Cook County and in the District of Columbia is equal to the rate established by the federal government. However, hotels in Suburban Cook County (on the Preferred Hotel Listing) have agreed to offer state employees rates of $132.00 or less for Fiscal Year 2017. Hotels in the Chicago Metro area will utilize the Federal General Services Administration rate which fluctuates. When making reservations in the Chicago Metro Area Employees should always attempt to obtain a room at or below the rate listed for the time period at www.gsa.gov.
TRAVEL SAFETY

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

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

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

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

- Hotels listed in the Fiscal Year 2017 Preferred Hotel Listing must always be contacted first when seeking overnight accommodations. In general, lodging is only allowed at hotels which do not appear on the Preferred Hotel Listing if:
  1) The rate offered is lower than the rates of preferred hotels in the area, or
  2) There are no preferred hotels in the area in which lodging is required, or
  3) The traveler is staying at a hotel while attending a non-state sponsored conference (see Section 2800.400 of the travel rules), or
  4) A newly-opened hotel in the area has agreed to offer a rate which is the same or lower than that of preferred hotels in the area.

- Policies regarding lodging rate exceptions can be found in this guide. Contact your agency Travel Coordinator for applicable procedures in your agency.

- Many hotels in the Preferred Hotel Listing offer state rates based on room availability. Hotels are not obligated to always offer the “state” rate.

- Reservations should be made as far in advance as possible. Guarantee reservations when necessary. Always ask the hotel about its cancellation policy. In busier times, cancellation policies will sometimes require the traveler to cancel 72 hours in advance or be charged for the room. If you must cancel a reservation, do so before the deadline. If you make a reservation for several nights in succession, ask the hotel about their early check-out policy. Some hotels charge an early check-out fee if a guest checks out prior to their scheduled departure date.

- Always show proper identification to prove state employment when checking-in. Hotels will normally accept a state-issued ID card as sufficient identification.

- Confirm that the "state" rate will be received. This should be done when making the reservation, when checking-in and when checking-out. Remember, the "state" rate may be different than the "government" rate. The "government" rate, in many cases, applies to federal government travel. Make certain the "state" rate quoted is within the maximum allowed by the rules contained in this document. If working with a preferred hotel, use this guide to verify the hotel is quoting the state's negotiated rate.

- Carefully review the bill upon check-out to ensure that the room charge reflects the appropriate rate and that no unauthorized charges have been added. For example, some hotels will automatically add a security charge or phone usage charge to your bill. If these services are not used, the charges should be removed before checking-out.

- If direct billing, be sure all personal or incidental charges are paid when checking-out (i.e., pay movies, personal phone calls, etc.).

- Be sure to obtain a copy of the hotel bill to attach to the travel voucher.

- If traveling by car, inquire regarding self parking options. Many hotels only offer Valet Parking which is not a reimbursable expense.
**Preferred Hotel Listing**
The Governor's Travel Control Board has negotiated discounted lodging rates with a total of 351 hotels. The Preferred Hotel Listing has been separated into four primary categories:

<table>
<thead>
<tr>
<th>AREA</th>
<th>NUMBER OF HOTELS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chicago Metro</strong></td>
<td></td>
</tr>
<tr>
<td>City of Chicago</td>
<td>52</td>
</tr>
<tr>
<td>Suburban Cook County, counties of</td>
<td></td>
</tr>
<tr>
<td>DuPage, Kane, Lake, McHenry and Will</td>
<td>137</td>
</tr>
<tr>
<td><strong>Chicago Area Airports</strong></td>
<td></td>
</tr>
<tr>
<td>Midway</td>
<td>11</td>
</tr>
<tr>
<td>O'Hare</td>
<td>18</td>
</tr>
<tr>
<td><strong>Downstate Illinois</strong></td>
<td></td>
</tr>
<tr>
<td>City of Springfield</td>
<td>22</td>
</tr>
<tr>
<td>All other downstate IL areas</td>
<td>111</td>
</tr>
</tbody>
</table>

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

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

**Negotiated Rates**
The negotiated rates shown are valid July 1, 2016 - June 30, 2017.

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

*Remember, hotels appearing on the Preferred Hotel Listing must always be contacted first when seeking overnight accommodations.*
Fiscal Year 2017 Preferred Hotel Listing

McHenry County

**Holiday Inn Express & Suites**
2595 Bunker Hill Drive
Algonquin, IL  60102
Nearest Airport:  O'Hare - 35 Miles
Rate:  11%
Rates:  Standard $80.00
(847) 458-6000
(847) 458-6997 (FAX)
Restaurant:  On Site
Meeting Cap.:  50
No. of  86
Fitness:  Yes
Website:  www.hixalgonquin.com

Cook County

**Baymont Inn Alsip**
12801 South Cicero Avenue
Alsip, IL  60803
Nearest Airport:  Midway - 9 Miles
Rate:  16%
Rates:  Standard $70.00
(708) 597-3900
(877) BAYMONT
(708) 597-3979 (FAX)
Restaurant:  Nearby
Meeting Cap.:  30/20
No. of  100
Fitness:  Yes
Website:  www.baymontinns.com

**DoubleTree Hotel Chicago Alsip**
5000 West 127th Street
Alsip, IL  60803
Nearest Airport:  Midway - 9 Miles
Rate:  12%
Rates:  Standard $119.00
(708) 371-7300
(800) 222TREE
(708) 371-9949 (FAX)
Restaurant:  On Site
Meeting Cap.:  800/400
No. of  193
Fitness:  Yes
Website:  www.doubletree.hilton.com

**Comfort Inn**
2120 South Arlington Heights Road
Arlington Heights, IL  60005
Nearest Airport:  O'Hare - 10 Miles
Rate:  12%
Rates:  Standard $89.00
(847) 593-9400
(800) 315-2621
(847) 593-3632 (FAX)
Restaurant:  Nearby
Meeting Cap.:  50
No. of  125
Fitness:  Yes
Website:  www.holidayinnexpress.com

**Courtyard Arlington Heights North**
3700 North Wilke
Arlington Heights, IL  60004
Nearest Airport:  O'Hare - 20 Miles
Rate:  12%
Rates:  Standard $132.00
(847) 394-9999
(800) 321-2211
(847) 394-9532 (FAX)
Restaurant:  On Site
Meeting Cap.:  40
No. of  152
Fitness:  Yes
Website:  www.Marriott.com
### Courtyard Arlington Heights South
- **Address:** 100 West Algonquin Road, Arlington Heights, IL 60005
- **Nearest Airport:** O'Hare - 7 Miles
- **Rates:**
  - Standard: $129.00
- **Contact:**
  - Phone: (847) 437-3344, (800) 321-2211
  - Fax: (847) 437-3367
- **Amenities:**
  - Fitness: Yes
  - Pool: Indoor
  - Website: www.Marriott.com

### DoubleTree by Hilton
- **Address:** 75 West Algonquin Road, Arlington Heights, IL 60005
- **Nearest Airport:** O'Hare - 8 Miles
- **Rates:**
  - Standard: $132.00
- **Contact:**
  - Phone: (847) 364-7600, (800) 222TREE
  - Fax: (847) 427-4298
- **Amenities:**
  - Fitness: Yes
  - Pool: Indoor
  - Website: www.doubletreeah.com

### Holiday Inn Express Arlington Heights
- **Address:** 2111 South Arlington Heights Road, Arlington Heights, IL 60005
- **Nearest Airport:** O'Hare - 8 Miles
- **Rates:**
  - Standard: $104.00
- **Contact:**
  - Phone: (847) 956-1400
  - Fax: (847) 956-0804
- **Amenities:**
  - Fitness: Yes
  - Pool: None
  - Website: www.hiexpress.com/arlingtonil

### Red Roof Inn Chicago Arlington Heights
- **Address:** 22 West Algonquin Road, Arlington Heights, IL 60005
- **Nearest Airport:** O'Hare - 9 Miles
- **Rates:**
  - Standard: $44.99
- **Contact:**
  - Phone: (847) 228-6650, (800) REDROOF
  - Fax: (847) 228-6709
- **Amenities:**
  - Fitness: No
  - Pool: None
  - Website: www.redroof.com

### Wingate by Wyndham
- **Address:** 2112 South Arlington Heights Road, Arlington Heights, IL 60005
- **Nearest Airport:** O'Hare - 6 Miles
- **Rates:**
  - Standard: $99.00
- **Contact:**
  - Phone: (847) 434-0300, (866) 896-2888
  - Fax: (847) 434-0419
- **Amenities:**
  - Fitness: Yes
  - Pool: None
  - Website: www.wingateohare.com

### Kane County
- **Tax Rate:** 9%

### Holiday Inn Express & Suites
- **Address:** 111 North Broadway, Aurora, IL 60505
- **Nearest Airport:** Midway - 40 Miles
- **Rates:**
  - Standard: $80.00
- **Contact:**
  - Phone: (630) 896-2800, (630) 896-2888
  - Fax: (630) 896-2887
- **Amenities:**
  - Fitness: Yes
  - Pool: Indoor
  - Website: www.hiaurora.com
Lake County

**LaQuinta Inn & Suites Chicago Northshore**

- **Rates:** Standard $80.00
- **Address:** 2000 South Lakeside Drive, Bannockburn, IL 60015
- **Contact:** (847) 317-7300, (800) 531-5900
- **FAX:** (847) 317-3350
- **Nearest Airport:** O'Hare - 18 Miles
- **Meeting Cap.:** 100
- **Website:** [www.lq.com](http://www.lq.com)

**Bannockburn**

**Tax Rate:** 12%

**DuPage County**

**Hilton Chicago Indian Lakes Resort**

- **Rates:** Standard $80.00
- **Address:** 250 West Hick Road, Bloomingdale, IL 60108
- **Contact:** (630) 529-0200, (800) 334-3417
- **FAX:** (630) 529-0675
- **Nearest Airport:** O'Hare - 20 Miles
- **Meeting Cap.:** 700
- **Website:** [www.hiltonchicagoindianlakesresort.com](http://www.hiltonchicagoindianlakesresort.com)

**Bloomingdale**

**Tax Rate:** 12%

**Lake County**

**Extended Stay America Chicago - Buffalo Grove**

- **Rates:** Standard $74.99
- **Address:** 1525 Busch Parkway, Buffalo Grove, IL 60089
- **Contact:** (847) 215-0641, (800) 398-7829
- **FAX:** (847) 215-0642
- **Nearest Airport:** O'Hare - 18 Miles
- **Meeting Cap.:** 122
- **Website:** [www.extendedstayamerica.com](http://www.extendedstayamerica.com)

**Buffalo Grove**

**Tax Rate:** 12%

**Wyndham Garden Buffalo Grove**

- **Rates:** Standard $80.00
- **Address:** 900 West Lake Cook Road, Buffalo Grove, IL 60089
- **Contact:** (847) 215-8883, (800) 996-3486
- **FAX:** (847) 215-9304
- **Nearest Airport:** O'Hare - 10 Miles
- **Meeting Cap.:** 155
- **Website:** [www.wyndhamgardenbuffalogrove.com](http://www.wyndhamgardenbuffalogrove.com)

**DuPage County**

**Tax Rate:** 10%

**Extended Stay America Chicago Burr Ridge**

- **Rates:** Standard $64.99
- **Address:** 15 West 122nd South Frontage Road, Burr Ridge, IL 60527
- **Contact:** (630) 323-6630, (800) EXTSTAY
- **FAX:** (630) 323-4337
- **Nearest Airport:** Midway - 20 Miles
- **Website:** [www.extendedstayamerica.com](http://www.extendedstayamerica.com)
Spring Hill Suites by Marriott
15 West 90 North Frontage Road
Burr Ridge, IL 60521
(630) 323-7530
(800) 919-4793
(630) 323-7605 (FAX)
Nearest Airport: Midway - 10 Miles
Amtrak: LaGrange - 5 Miles
Breakfast: Continental
Fitness: Yes
Website: www.marriott.com/Chibu
Rates: Standard $80.00
Restaurant: Nearby
Meeting Cap.: 50/30
No. of 128
Internet: Complimentary

DuPage County
Tax Rate: 11%

Hampton Inn - Carol Stream - Wheaton
205 West North Avenue
Caroline Steam, IL 60188
(630) 681-9200
(800) HAMPTON
(630) 653-4661 (FAX)
Nearest Airport: O'Hare - 22 Miles
Amtrak: Naperville - 9 Miles
Breakfast: Full
Fitness: Yes
Website: www.chicagocarolstream.hamtoninn.com
Rates: Standard $80.00
Restaurant: Nearby
Meeting Cap.: 90/70
No. of 121
Internet: Complimentary

Holiday Inn & Suites
150 South Gary Avenue
Caroline Steam, IL 60188
(630) 665-3000
(800) 800-6509
(630) 665-9389 (FAX)
Nearest Airport: O'Hare - 17 Miles
Amtrak: Naperville - 9 Miles
Breakfast: None
Fitness: Yes
Website: http://www.holidayinn.com/chi-carol
Rates: Standard $80.00
Restaurant: On Site
Meeting Cap.: 400/200
No. of 188
Internet: Complimentary

Cook County
Tax Rate: 17.4%

ACME Hotel Company Chicago
15 East Ohio Avenue
Chicago, IL 60611
(312) 894-0800
(888) 889-0080
(312) 894-0999 (FAX)
Nearest Airport: Midway - 15 Miles
Amtrak: Union Station - .5 Miles
Breakfast: Continental
Fitness: Yes
Website: www.acmehotelcompany.com
Rates: Standard Fed Rate
Restaurant: Adjacent
Meeting Cap.: 40
No. of 130
Internet: Complimentary

Best Western Grant Park
1100 South Michigan Avenue
Chicago, IL 60605
(312) 922-2900
(800) 472-6875
(312) 922-0134 (FAX)
Nearest Airport: Midway - 10 Miles
Amtrak: Union Station - 1.5 Miles
Breakfast: None
Fitness: Yes
Website: www.bwgrantparkhotel.com
Rates: Standard Fed Rate
Restaurant: On Site
Meeting Cap.: N/A
No. of 172
Internet: Complimentary

32
**Chicago South Loop Hotel**

11 West 26th Street  
Chicago, IL  60616  
Rates: Standard  
(FAX) Rates: Fed Rate  
(312) 225-7000  
(312) 225-2396  
Amtrak: Union Station - .5 Miles  
Breakfast: None  
Meeting Cap.: 200/100  
Pool: None  
No. of: 232  
Website: www.chicagosouthloophotel.com  
Internet: Complimentary

**Congress Plaza Hotel & Convention Center**

520 South Michigan Avenue  
Chicago, IL  60605  
Rates: Standard  
(800) 635-1666  
(FAX) Rates: Fed Rate  
(312) 427-7264  
Amtrak: Union Station - 1 Mile  
Breakfast: None  
Meeting Cap.: 750/325  
Pool: Indoor  
No. of: 871  
Website: www.congressplazahotel.com  
Internet: Complimentary

**Courtyard by Marriott Magnificent Mile**

165 East Ontario  
Chicago, IL  60611  
Rates: Standard  
(312) 573-0800  
(FAX) Rates: Fed Rate  
(312) 573-0573  
Amtrak: Union Station - 2 Miles  
Breakfast: None  
Meeting Cap.: 280/175  
Pool: Indoor  
No. of: 306  
Website: www.courtyardchicago.com  
Internet: Complimentary

**Crowne Plaza Chicago Metro**

733 West Madison  
Chicago, IL  60661  
Rates: Standard  
(312) 829-5000  
(800) 227-6963  
(FAX) Rates: Fed Rate  
(312) 602-2199  
Amtrak: Union Station - .5 Miles  
Breakfast: None  
Meeting Cap.: 400/250  
Pool: Outdoor  
No. of: 398  
Website: www.thechicagometro.com  
Internet: Complimentary

**DoubleTree Chicago Magnificent Mile**

300 East Ohio Street  
Chicago, IL  60611  
Rates: Standard  
(312) 787-6100  
(800) 867-5000  
(FAX) Rates: Fed Rate  
(312) 787-6259  
Amtrak: Union Station - 2 Miles  
Breakfast: None  
Meeting Cap.: 700/450  
Pool: Outdoor  
No. of: 500  
Website: www.doubletreemagmile.com  
Internet: $9.95/Day

**Embassy Suites Chicago**

511 North Columbus Drive  
Chicago, IL  60611  
Rates: Standard  
(312) 836-5900  
(800) 866-EMBASSY  
(FAX) Rates: Fed Rate  
(312) 836-5901  
Amtrak: Union Station - 2 Miles  
Breakfast: Full  
Meeting Cap.: 400  
Pool: Indoor  
No. of: 455  
Website: www.chicagoembassy.com  
Internet: Complimentary
**Essex Inn**

800 South Michigan Avenue  
Chicago, IL  60605  
(312) 939-2800  
(800) 621-6909  
(312) 922-6153  
(FAX)  
Nearest Airport: Midway - 10 Miles  
Amtrak: Union Station - 1 Mile  
Breakfast: None  
Pool: Indoor/Outdoor  
Internet: Complimentary  
Restaurant: On Site  
Meeting Cap.: 125/50  
No. of 254  
Website: www.essexinn.com

**Fairfield Inn & Suites Chicago Downtown Mag Mile**

216 East Ontario Street  
Chicago, IL  60611  
(312) 787-3777  
(855) 476-6661  
(312) 787-8714  
(FAX)  
Nearest Airport: Midway - 12 Miles  
Amtrak: Union Station - 1 Mile  
Breakfast: Buffet  
Pool: None  
Internet: Complimentary  
Restaurant: Nearby  
Meeting Cap.: 60  
No. of 185  
Website: www.fairfieldsuiteschicago.com

**Hampton Inn & Suites**

33 West Illinois  
Chicago, IL  60654  
(312) 832-0330  
(800) HAMPTON  
(312) 832-0333  
(FAX)  
Nearest Airport: Midway - 12 Miles  
Amtrak: Union Station - 1.5 Miles  
Breakfast: Full  
Pool: Indoor  
Internet: Complimentary  
Restaurant: On Site  
Meeting Cap.: 100/60  
No. of 230  
Website: www.hamptonsuiteschicago.com

**Hampton Inn Chicago Downtown Mag Mile**

160 East Huron  
Chicago, IL  60611  
(312) 787-2900  
(888) 370-0981  
(312) 787-6093  
(FAX)  
Nearest Airport: O'Hare - 17 Miles  
Amtrak: Union Station - 2 Miles  
Breakfast: Full  
Pool: Outdoor  
Internet: Complimentary  
Restaurant: On Site  
Meeting Cap.: 75/50  
No. of 225  
Website: www.hamptoninnmagmile.com

**Hampton Majestic**

22 West Monroe  
Chicago, IL  60603  
(312) 332-5052  
(800) HAMPTON  
(312) 332-5051  
(FAX)  
Nearest Airport: Midway - 11 Miles  
Amtrak: Union Station - 1 Mile  
Breakfast: Full  
Pool: None  
Internet: Complimentary  
Restaurant: On Site  
Meeting Cap.: N/A  
No. of 135  
Website: www.hamptonmajestic.com

**Hard Rock Hotel Chicago**

230 North Michigan Avenue  
Chicago, IL  60601  
(312) 345-1000  
(312) 345-1012  
(FAX)  
Nearest Airport: Midway - 16 Miles  
Amtrak: Union Station - 1 Mile  
Breakfast: None  
Pool: None  
Internet: Complimentary  
Restaurant: On Site  
Meeting Cap.: 300/198  
No. of 381  
Website: www.hardrockhotelchicago.com
**Hilton Chicago**

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

**Holiday Inn Chicago Mart Plaza**

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

**Holiday Inn Hotel & Suites**

- 506 West Harrison Street, Chicago, IL 60607
- Nearest Airport: Midway - 10 Miles
-Courtesy: N/A
- Fitness: Yes
- Website: www.hidowntown.com
- Rates: Standard (312) 957-9100, Fed Rate (312) 957-0474 (FAX)
- Amtrak: Union Station - 0.5 Miles
- Breakfast: Full
- Pool: Outdoor
- Internet: Complimentary
- Restaurant: On Site
- Meeting Cap.: 200/100
- No. of: 145

**Homewood Suites by Hilton Chicago Downtown**

- 40 East Grand Street, Chicago, IL 60611
- Nearest Airport: Midway - 12 Miles
- Fitness: Yes
- Website: www.homewoodsuiteschicago.com
- Rates: Standard (312) 644-2222, Fed Rate (312) 644-7777 (FAX)
- Amtrak: Union Station - 2 Miles
- Breakfast: Full
- Pool: Indoor
- Internet: Complimentary
- Restaurant: Adjacent
- Meeting Cap.: 80/45
- No. of: 233

**Homewood Suites Chicago Downtown Mag Mile**

- 152 East Huron, Chicago, IL 60611
- Nearest Airport: O'Hare - 17 Miles
- Fitness: Yes
- Website: www.homewoodsuitesmagmile.com
- Rates: Standard (312) 787-2900, Fed Rate (312) 787-6093 (FAX)
- Amtrak: Union Station - 2 Miles
- Breakfast: Full
- Pool: Outdoor
- Internet: Complimentary
- Restaurant: On Site
- Meeting Cap.: 75/50
- No. of: 127

**Hotel Allegro**

- 171 West Randolph, Chicago, IL 60601
- Nearest Airport: Midway - 11 Miles
- Fitness: Yes
- Website: www.kimptonhotels.com
- Rates: Standard (312) 236-0123, Fed Rate (312) 236-0917 (FAX)
- Amtrak: Union Station - 1 Mile
- Breakfast: None
- Pool: None
- Internet: Complimentary
- Restaurant: On Site
- Meeting Cap.: 400/150
- No. of: 483
**Hotel Burnham Chicago**

1 West Washington  
Chicago, IL  60602  
Nearest Airport: O'Hare - 15 Miles  
Courtesy N/A  
Fitness: Yes  
Website:  www.burnhamhotel.com  
Rates:  
Standard  
Fed Rate  
(312) 782-1111  
(800) KIMPTON  
(866) 846-5682  
Restaurant: On Site  
Meeting Cap.: 50  
No. of 122  
Internet: Complimentary

**Hotel Chicago**

333 North Dearborn Street  
Chicago, IL  60610  
Nearest Airport: Midway - 11 Miles  
Courtesy N/A  
Fitness: Yes  
Website:  www.thehotelchicago.com  
Rates:  
Standard  
Fed Rate  
(312) 245-0333  
(800) 235-6397  
(312) 923-2466  
Restaurant: On Site  
Meeting Cap.: 100/50  
No. of 354  
Internet: $10.95/Day

**Hotel Indigo**

1244 North Dearborn Parkway  
Chicago, IL  60610  
Nearest Airport: Midway - 15 Miles  
Courtesy N/A  
Fitness: Yes  
Website:  www.hotelandigo.com/chicago  
Rates:  
Standard  
Fed Rate  
(312) 787-4980  
(800) 245-1258  
(312) 787-4069  
Restaurant: On Site  
Meeting Cap.: 50  
No. of 165  
Internet: Complimentary

**Hotel Lincoln**

1816 North Clark  
Chicago, IL  60614  
Nearest Airport: O'Hare - 15 Miles  
Courtesy N/A  
Fitness: Yes  
Website:  www.hotelincolnchicago.com  
Rates:  
Standard  
Fed Rate  
(312) 254-4700  
(800) 916-4339  
(312) 254-4701  
Restaurant: On Site  
Meeting Cap.: 78/48  
No. of 184  
Internet: Complimentary

**Hotel Monaco Chicago**

225 North Wabash  
Chicago, IL  60601  
Nearest Airport: O'Hare - 15 Miles  
Courtesy N/A  
Fitness: Yes  
Website:  www.monaco-chicago.com  
Rates:  
Standard  
Fed Rate  
(312) 960-8500  
(866) KIMPTON  
(866) 846-5682  
Restaurant: On Site  
Meeting Cap.: 500  
No. of 191  
Internet: Complimentary

**Hotel Palomar Chicago**

605 North State Street  
Chicago, IL  60654  
Nearest Airport: O'Hare - 15 Miles  
Courtesy N/A  
Fitness: Yes  
Website:  www.hotelpalomar-chicago.com  
Rates:  
Standard  
Fed Rate  
(312) 755-9703  
(800) KIMPTON  
(866) 846-5682  
Restaurant: On Site  
Meeting Cap.: 500  
No. of 261  
Internet: Complimentary
<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Rates:</th>
<th>Standard</th>
<th>Fed Rate</th>
<th>Restaurant:</th>
<th>Meeting Cap.:</th>
<th>No. of</th>
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<tbody>
<tr>
<td>Hyatt Chicago Magnificent Mile</td>
<td>(312) 787-1234</td>
<td>60611</td>
<td>N/A</td>
<td>Yes</td>
<td>Indoor</td>
<td>419</td>
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<td>Hyatt Regency</td>
<td>(312) 565-1234</td>
<td>60616</td>
<td>N/A</td>
<td>Yes</td>
<td>Indoor</td>
<td>2019</td>
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<tr>
<td>Hyatt Regency McCormick Place</td>
<td>(312) 567-1234</td>
<td>60616</td>
<td>N/A</td>
<td>Yes</td>
<td>Indoor</td>
<td>1258</td>
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<tr>
<td>Inn of Chicago</td>
<td>(312) 787-3100</td>
<td>60611</td>
<td>N/A</td>
<td>Yes</td>
<td>Indoor</td>
<td>357</td>
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<tr>
<td>Ivy Boutique Hotel</td>
<td>(312) 335-5444</td>
<td>60611</td>
<td>N/A</td>
<td>No</td>
<td>Indoor</td>
<td>63</td>
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<tr>
<td>Lakeshore Hotel</td>
<td>(773) 288-5800</td>
<td>60615</td>
<td>Local Area</td>
<td>Yes</td>
<td>Outdoor</td>
<td>70</td>
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</table>
LaQuinta Chicago Lake Shore
4900A South Lake Shore Drive
Chicago, IL  60615
Nearest Airport: Midway - 14 Miles
Courteous: 5 Mile Radius
Fitness: Yes
Website: www.laquintachicagolakeshore.com
Rates: Standard  Fed Rate
(773) 324-3000  (773) 324-3088 (FAX)
Amtrak: Union Station - 8 Miles
Breakfast: Continental
Pool: Outdoor
Internet: Complimentary
Restaurant: Adjacent
Meeting Cap.: 300
No. of 114

MileNorth Hotel
166 East Superior Street
Chicago, IL  60611
Nearest Airport: Midway - 13 Miles
Courteous: N/A
Fitness: Yes
Website: www.milenorthhotel.com
Rates: Standard  Fed Rate
(312) 787-6000  (866) 980-9717 (FAX)
Amtrak: Union Station - 2 Miles
Breakfast: None
Pool: None
Internet: Complimentary
Restaurant: On Site
Meeting Cap.: 60/12
No. of 140

Millennium Knickerbocker
163 East Walton
Chicago, IL  60611
Nearest Airport: Midway - 13 Miles
Courteous: N/A
Fitness: Yes
Website: www.knickerbockerhotel.com
Rates: Standard  Fed Rate
(312) 751-8100  (800) 621-8140 (FAX)
Amtrak: Union Station - 2.5 Miles
Breakfast: None
Pool: None
Internet: $10.95/Day
Restaurant: On Site
Meeting Cap.: 600/250
No. of 306

Ohio House
600 North LaSalle Street
Chicago, IL  60654
Nearest Airport: Midway - 11 Miles
Courteous: N/A
Fitness: No
Website: www.ohiohousemotel.com
Rates: Standard  Fed Rate
(312) 943-6000  (866) 943-6446 (FAX)
Amtrak: Union Station - 3 Miles
Breakfast: Full
Pool: None
Internet: Complimentary
Restaurant: Nearby
Meeting Cap.: N/A
No. of 50

Palmer House Hilton
17 East Monroe
Chicago, IL  60605
Nearest Airport: Midway - 11 Miles
Courteous: N/A
Fitness: Yes
Website: www.hilton.com
Rates: Standard  Fed Rate
(312) 726-7500  (800) HILTONS (FAX)
Amtrak: Union Station - 1 Mile
Breakfast: None
Pool: Indoor
Internet: Complimentary
Restaurant: On Site
Meeting Cap.: 400/220
No. of 1639

Public Chicago
1301 North State Parkway
Chicago, IL  60610
Nearest Airport: Midway - 13 Miles
Courteous: N/A
Fitness: Yes
Website: www.publichotels.com
Rates: Standard  Fed Rate
(312) 787-3700  (888) 506-3471 (FAX)
Amtrak: Union Station - 2.5 Miles
Breakfast: None
Pool: None
Internet: Complimentary
Restaurant: On Site
Meeting Cap.: 120/55
No. of 285
Radisson Blu Aqua Hotel Chicago
221 North Columbus Drive
Chicago, IL  60601
Nearest Airport:  Midway - 13 Miles
Amtrak:  Union Station - 1.5 Miles
Parking:  N/A
Fitness:  Yes
Website:  www.radissonbluchicago.com
Rates:  Standard  Fed Rate
(312) 565-5258
(800) 333-3333
(312) 540-3878  (FAX)
Restaurant:  On Site
Meeting Cap.:  1,000/500
No. of  334
Internet:  Complimentary

Red Roof Inn
162 East Ontario Street
Chicago, IL  60611
Nearest Airport:  O'Hare - 15 Miles
Amtrak:  Union Station - 3 Miles
Parking:  N/A
Fitness:  No
Website:  www.redroof.com
Rates:  Standard  Fed Rate
(312) 787-3580
(800) REDROOF
(312) 787-1299  (FAX)
Restaurant:  Adjacent
Meeting Cap.:  N/A
No. of  195
Internet:  Complimentary

Renaissance Blackstone Chicago Hotel
636 South Michigan Avenue
Chicago, IL  60605
Nearest Airport:  Midway - 14 Miles
Amtrak:  Union Station - 1.5 Miles
Parking:  N/A
Fitness:  Yes
Website:  www.marriott.com/cirh
Rates:  Standard  Fed Rate
(312) 447-0955
(800) 468-3571
(312) 765-0545  (FAX)
Restaurant:  On Site
Meeting Cap.:  383/199
No. of  332
Internet:  $14.95/Day

Residence Inn Chicago Downtown
201 East Walton Place
Chicago, IL  60611
Nearest Airport:  Midway - 13 Miles
Amtrak:  Union Station - 2.5 Miles
Parking:  N/A
Fitness:  Yes
Website:  www.residenceinn.com
Rates:  Standard  Fed Rate
(312) 943-9800
(800) 331-3131
(312) 943-8579  (FAX)
Restaurant:  Nearby
Meeting Cap.:  14
No. of  221
Internet:  Complimentary

Swissotel
323 East Wacker Drive
Chicago, IL  60601
Nearest Airport:  Midway - 12 Miles
Amtrak:  Union Station - 2 Miles
Parking:  N/A
Fitness:  Yes
Website:  www.swissotel.com/chicago
Rates:  Standard  Fed Rate
(312) 565-0565
(888)-73SWISS
(312) 565-0540  (FAX)
Restaurant:  On Site
Meeting Cap.:  500/375
No. of  661
Internet:  Complimentary

The Drake Hotel Chicago
140 East Walton Place
Chicago, IL  60611
Nearest Airport:  Midway - 11 Miles
Amtrak:  Union Station - 2 Miles
Parking:  N/A
Fitness:  Yes
Website:  www.thedrakehotel.hilton.com
Rates:  Standard  Fed Rate
(312) 787-2200
(800) 553-7253
(312) 787-1431  (FAX)
Restaurant:  On Site
Meeting Cap.:  N/A
No. of  535
Internet:  Complimentary
**The James Hotel**

55 East Ontario  
Chicago, IL 60611  
(312) 337-1000  
(888) 526-3778  
(312) 337-7217 (FAX)  
Nearest Airport:  Midway - 14 Miles  
Amtrak: Union Station - 1 Mile  
Breakfast: None  
Pool: None  
Internet: Complimentary  
Restaurant: On Site  
Meeting Cap.: 225/180  
No. of: 297  
Website: www.jameshotels.com

**The WIT Chicago DoubleTree**

201 North State Street  
Chicago, IL 60601  
(312) 467-0200  
(866) 318-1514  
(312) 467-0202 (FAX)  
Nearest Airport:  Midway - 11 Miles  
Amtrak: Union Station - 1 Mile  
Breakfast: None  
Pool: None  
Internet: $11.95/Day  
Restaurant: On Site  
Meeting Cap.: 200/140  
No. of: 310  
Website: www.thewithotel.com

**Tremont Hotel Chicago**

100 East Chestnut  
Chicago, IL 60611  
(312) 924-2511  
(888) 627-8281  
(312) 943-5480 (FAX)  
Nearest Airport:  Midway - 13 Miles  
Amtrak: Union Station - 1.5 Miles  
Breakfast: Continental  
Pool: None  
Internet: $9.99/Day  
Restaurant: On Site  
Meeting Cap.: 125  
No. of: 135  
Website: www.tremontchicago.com

**W Chicago City Center**

172 West Adams Street  
Chicago, IL 60603  
(312) 332-1200  
(877) WHOTELS  
(312) 332-5909 (FAX)  
Nearest Airport:  Midway - 11 Miles  
Amtrak: Union Station - 1 Mile  
Breakfast: None  
Pool: None  
Internet: $14.95/Day  
Restaurant: On Site  
Meeting Cap.: 100  
No. of: 403  
Website: www.whotels.com

**W Chicago Lakeshore**

644 North Lakeshore Drive  
Chicago, IL 60611  
(312) 943-9200  
(877) WHOTELS  
(312) 943-8077 (FAX)  
Nearest Airport:  Midway - 13 Miles  
Amtrak: Union Station - 5 Miles  
Breakfast: None  
Pool: Indoor  
Internet: $14.95/Day  
Restaurant: On Site  
Meeting Cap.: 220  
No. of: 520  
Website: www.whotels.com

**Warwick Allerton Hotel Chicago**

701 North Michigan Avenue  
Chicago, IL 60611  
(312) 440-1500  
(877) 701-8111  
(312) 440-1819 (FAX)  
Nearest Airport:  Midway - 12 Miles  
Amtrak: Union Station - 2 Miles  
Breakfast: None  
Pool: None  
Internet: $9.95/Day  
Restaurant: On Site  
Meeting Cap.: 250/160  
No. of: 443  
Website: www.warwickhotels.com
### Westin Michigan Avenue

- **Address:** 909 North Michigan Avenue, Chicago, IL 60611
- **Phone:** (312) 943-7200  (800) WESTIN1
- **Fax:** (312) 943-9347
- **Nearest Airport:** Midway - 13 Miles
- **Courtyard:** N/A
- **Fitness:** Yes
- **Website:** [www.westin.com/michiganave](http://www.westin.com/michiganave)

#### Rates:
- **Standard:**
- **Fed Rate:**

### Best Western Plus Chicago-Countryside

- **Address:** 6251 Joliet Road, Countryside, IL 60525
- **Phone:** (708) 354-5200  (800) 780-7234
- **Fax:** (708) 354-1329
- **Nearest Airport:** Midway - 11 Miles
- **Courtyard:** N/A
- **Fitness:** Yes
- **Website:** [www.bestwestern.com/chicagoland](http://www.bestwestern.com/chicagoland)

#### Rates:
- **Standard:** $92.00

### Holiday Inn Countryside

- **Address:** 6201 Joliet Road, Countryside, IL 60525
- **Phone:** (708) 354-4200  (800) 315-2621
- **Fax:** (708) 354-4241
- **Nearest Airport:** Midway - 10 Miles
- **Courtyard:** 5 Mile Radius
- **Fitness:** Yes
- **Website:** [www.holidayinn.com/countrysideil](http://www.holidayinn.com/countrysideil)

#### Rates:
- **Standard:** $99.00

### Comfort Inn

- **Address:** 595 Tracy Trail, Crystal Lake, IL 60014
- **Phone:** (815) 444-0040  (800) 4CHOICE
- **Fax:** (815) 444-6911
- **Nearest Airport:** O'Hare - 41 Miles
- **Courtyard:** Local Area
- **Fitness:** Yes
- **Website:** [www.comfortinnccrystalake.com](http://www.comfortinnccrystalake.com)

#### Rates:
- **Standard:** $69.00

### Country Inn & Suites

- **Address:** 600 Tracy Trail, Crystal Lake, IL 60014
- **Phone:** (815) 477-3500  (800) 456-4000
- **Fax:** (815) 477-0189
- **Nearest Airport:** O'Hare - 30 Miles
- **Courtyard:** N/A
- **Fitness:** Yes
- **Website:** [www.countryinns.com](http://www.countryinns.com)

#### Rates:
- **Standard:** $80.00
Holiday Inn Chicago Crystal Lake

800 South Illinois Route 31
Crystal Lake, IL  60014
(815) 477-7000
(800) HOLIDAY
(815) 477-7027  (FAX)
Rates:  Standard  $80.00
Nearest Airport:  O'Hare - 32 Miles
Amtrak:  Glenview - 30 Miles
Breakfast:  None
Meeting Cap.:  1,200/600
Website:  www.hicrystallake.com
No. of  197

DuPage County Tax Rate:  11%

Extended Stay America Chicago Darien

2345 Sokol Court
Darien, IL  60561
(630) 985-4708
(800) EXTSTAY
(630) 985-4709  (FAX)
Rates:  Standard  $79.99
Nearest Airport:  Midway - 19 Miles
Amtrak:  LaGrange - 8 Miles
Breakfast:  Continental
Meeting Cap.:  N/A
Website:  www.extendedstayamerica.com
No. of  104

Cook County Tax Rate:  12%

Red Roof Inn Chicago Deerfield

340 South Waukegan Road
Deerfield, IL  60015
(847) 205-1755
(800) REDROOF
(847) 205-1891  (FAX)
Rates:  Standard  $44.99
Nearest Airport:  O'Hare - 13 Miles
Amtrak:  Glenview - 7 Miles
Breakfast:  None
Meeting Cap.:  20
Website:  www.redroof.com
No. of  118

DuPage County Tax Rate:  10.5%

Comfort Inn

3010 Finley Road
Downers Grove, IL  60515
(630) 515-1500
(800) 228-5150
(630) 515-1595  (FAX)
Rates:  Standard  $79.00
Nearest Airport:  O'Hare - 17 Miles
Amtrak:  Naperville - 7 Miles
Breakfast:  Continental
Meeting Cap.:  50/24
Website:  www.choicehotels.com/IL073
No. of  119

Doubletree Downers Grove

2111 Butterfield Road
Downers Grove, IL  60515
(630) 971-2000
(800) HILTONS
(630) 971-1168  (FAX)
Rates:  Standard  $80.00
Nearest Airport:  O'Hare - 17 Miles
Amtrak:  Naperville - 8 Miles
Breakfast:  None
Meeting Cap.:  550/300
Website:  www.doubletree.com
No. of  250
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<tr>
<th>Hotel Name</th>
<th>Rates:</th>
<th>Address</th>
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<tr>
<td><strong>Extended Stay America</strong></td>
<td>Standard $69.99</td>
<td>3150 Finley Road, Downers Grove, IL 60515</td>
<td>(630) 810-4124 (800) EXTSTAY (810-9285 (FAX)</td>
<td>Nearest Airport: O'Hare - 18 Miles Courtesy: N/A Fitness: No Website: <a href="http://www.extendedstayamerica.com">www.extendedstayamerica.com</a> Breakfast: Continental Pool: None Internet: Complimentary</td>
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<tr>
<td><strong>Holiday Inn Express Chicago</strong></td>
<td>Standard $80.00</td>
<td>3031 Finley Road, Downers Grove, IL 60515</td>
<td>(630) 810-9500 (800) 465-4329 (810-0059 (FAX)</td>
<td>Nearest Airport: O'Hare - 21 Miles Courtesy: 5 Mile Radius Fitness: Yes Website: <a href="http://www.hixdownersgrovehotel.com">www.hixdownersgrovehotel.com</a> Breakfast: Continental Pool: None Internet: Complimentary</td>
</tr>
<tr>
<td><strong>Red Roof Inn</strong></td>
<td>Standard $54.99</td>
<td>1113 Butterfield Road, Downers Grove, IL 60515</td>
<td>(630) 963-4205 (800) REDROOF (630) 963-4425 (FAX)</td>
<td>Nearest Airport: O'Hare - 18 Miles Courtesy: N/A Fitness: No Website: <a href="http://www.redroof.com">www.redroof.com</a> Breakfast: None Pool: None Internet: Complimentary</td>
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<td><strong>Kane County</strong></td>
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<td>Elgin</td>
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<tr>
<td><strong>Comfort Suites Elgin</strong></td>
<td>Standard $80.00</td>
<td>2480 Bushwood Drive, Elgin, IL 60124</td>
<td>(847) 836-9500 (847) 836-9520 (FAX)</td>
<td>Nearest Airport: O'Hare - 35 Miles Courtesy: 5 Mile Radius Fitness: Yes Website: <a href="http://www.comfortsuites.com/elgin">www.comfortsuites.com/elgin</a> Breakfast: Continental Pool: Indoor Internet: Complimentary</td>
</tr>
<tr>
<td><strong>Country Inn &amp; Suites</strong></td>
<td>Standard $79.00</td>
<td>2270 Point Boulevard, Elgin, IL 60123</td>
<td>(847) 426-6400 (847) 426-6410 (FAX)</td>
<td>Nearest Airport: O'Hare - 28 Miles Courtesy: 3 Mile Radius Fitness: Yes Website: <a href="http://www.countryinns.com/elginil">www.countryinns.com/elginil</a> Breakfast: Continental Pool: Indoor Internet: Complimentary</td>
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<tr>
<td><strong>Hampton Inn by Hilton Elgin</strong></td>
<td>Standard $80.00</td>
<td>405 Airport Road, Elgin, IL 60123</td>
<td>(847) 931-1940 (800) HAMPTON (847) 931-5190 (FAX)</td>
<td>Nearest Airport: O'Hare - 22 Miles Courtesy: N/A Fitness: Yes Website: <a href="http://www.hamptoninnelgin.com">www.hamptoninnelgin.com</a> Breakfast: Full Pool: Indoor Internet: Complimentary</td>
</tr>
</tbody>
</table>
Quality Inn
500 Tollgate Road
Elgin, IL  60123
(847) 608-7300
(800) 4CHOICE
(847) 931-4894  (FAX)
Nearest Airport:  O'Hare - 26 Miles
Amtrak:  Naperville - 19 Miles
Breakfast:  Continental
Meeting Cap.:  10
Fitness:  Yes
Pool:  None
Internet:  Complimentary
Website:  www.elgin-quality-inn.com
Rates:  Standard  $65.00

Cook County:
Country Inn & Suites Elk Grove Village
1160 West Devon Avenue
Elk Grove Village, IL  60007
(847) 985-0101
(800) 596-2375
(847) 985-0202  (FAX)
Nearest Airport:  O'Hare - 11 Miles
Amtrak:  Glenview - 11 Miles
Breakfast:  Full
Meeting Cap.:  12
Fitness:  Yes
Pool:  Indoor
Internet:  Complimentary
Website:  www.countryinns.com
Rates:  Standard  $80.00

Sheraton Suites Chicago Elk Grove Village
121 Northwest Point Blvd.
Elk Grove Village, IL  60007
(847) 290-1600
(888) 627-7052
(847) 290-1744  (FAX)
Nearest Airport:  O'Hare - 8 Miles
Amtrak:  Glenview - 12 Miles
Breakfast:  Full
Meeting Cap.:  180/90
Fitness:  Yes
Pool:  Indoor
Internet:  Complimentary
Website:  www.sheratonchicagoelkgrove.com
Rates:  Standard  $124.00

Super 8 Motel
2951 Touhy Avenue
Elk Grove Village, IL  60007
(847) 827-3133
(800) 800-8000
(847) 827-3246  (FAX)
Nearest Airport:  O'Hare - 4 Miles
Amtrak:  Glenview - 15 Miles
Breakfast:  Continental
Meeting Cap.:  50/100
Fitness:  Yes
Pool:  Indoor
Internet:  Complimentary
Website:  www.super8ohare.com
Rates:  Standard  $99.00

DuPage County:
Clarion Inn Elmhurst-Oakbrook
933 Riverside Drive
Elmhurst, IL  60126
(630) 279-0700
(877) 424-6423
(630) 279-0131  (FAX)
Nearest Airport:  O'Hare - 15 Miles
Amtrak:  LaGrange - 6 Miles
Breakfast:  None
Meeting Cap.:  1,500/839
Fitness:  Yes
Pool:  Indoor
Internet:  Complimentary
Website:  www.clarioninnelmhurst.com
Rates:  Standard  $80.00

Tax Rate:  12%
Nearest Airport:  O'Hare - 26 Miles
Restaurant:  Nearby
Meeting Cap.:  10
No. of  78

Elmhurst:
Clarion Inn Elmhurst-Oakbrook
933 Riverside Drive
Elmhurst, IL  60126
(630) 279-0700
(877) 424-6423
(630) 279-0131  (FAX)
Nearest Airport:  O'Hare - 15 Miles
Amtrak:  LaGrange - 6 Miles
Breakfast:  None
Meeting Cap.:  1,500/839
Fitness:  Yes
Pool:  Indoor
Internet:  Complimentary
Website:  www.clarioninnelmhurst.com
Rates:  Standard  $80.00

Tax Rate:  10%
Nearest Airport:  O'Hare - 15 Miles
Restaurant:  On Site
Meeting Cap.:  50/100
No. of  95

Elk Grove Village:
Country Inn & Suites Elk Grove Village
1160 West Devon Avenue
Elk Grove Village, IL  60007
(847) 985-0101
(800) 596-2375
(847) 985-0202  (FAX)
Nearest Airport:  O'Hare - 11 Miles
Amtrak:  Glenview - 11 Miles
Breakfast:  Full
Meeting Cap.:  12
Fitness:  Yes
Pool:  Indoor
Internet:  Complimentary
Website:  www.countryinns.com
Rates:  Standard  $80.00

Sheraton Suites Chicago Elk Grove Village
121 Northwest Point Blvd.
Elk Grove Village, IL  60007
(847) 290-1600
(888) 627-7052
(847) 290-1744  (FAX)
Nearest Airport:  O'Hare - 8 Miles
Amtrak:  Glenview - 12 Miles
Breakfast:  Full
Meeting Cap.:  180/90
Fitness:  Yes
Pool:  Indoor
Internet:  Complimentary
Website:  www.sheratonchicagoelkgrove.com
Rates:  Standard  $124.00

Super 8 Motel
2951 Touhy Avenue
Elk Grove Village, IL  60007
(847) 827-3133
(800) 800-8000
(847) 827-3246  (FAX)
Nearest Airport:  O'Hare - 4 Miles
Amtrak:  Glenview - 15 Miles
Breakfast:  Continental
Meeting Cap.:  50/100
Fitness:  Yes
Pool:  Indoor
Internet:  Complimentary
Website:  www.super8ohare.com
Rates:  Standard  $99.00

Tax Rate:  10%
Nearest Airport:  O'Hare - 15 Miles
Restaurant:  On Site
Meeting Cap.:  180/90
No. of  104

Elmhurst:
Clarion Inn Elmhurst-Oakbrook
933 Riverside Drive
Elmhurst, IL  60126
(630) 279-0700
(877) 424-6423
(630) 279-0131  (FAX)
Nearest Airport:  O'Hare - 15 Miles
Amtrak:  LaGrange - 6 Miles
Breakfast:  None
Meeting Cap.:  1,500/839
Fitness:  Yes
Pool:  Indoor
Internet:  Complimentary
Website:  www.clarioninnelmhurst.com
Rates:  Standard  $80.00

Tax Rate:  10%
Nearest Airport:  O'Hare - 15 Miles
Restaurant:  On Site
Meeting Cap.:  50/100
No. of  95
**Courtyard Elmhurst**
370 North Route 83  
Elmhurst, IL  60126  
(630) 941-9444  
(800) 228-9290  
(630) 941-3539  
Fitness: Yes  
Website: www.marriott.com

**Extended Stay America Elmhurst**
550 West Grand Avenue  
Elmhurst, IL  60127  
(630) 530-4353  
(800) 530-4345  
Fitness: No  
Website: www.extendedstayamerica.com

**Cook County**

**Holiday Inn Chicago North**
1501 Sherman Avenue  
Evanston, IL  60201  
(877) 410-6667  
(800) EVANSTON  
(847) 328-3090  
Fitness: Yes  
Website: www.holidayinn.com

**Kane County**

**Comfort Inn & Suites - Geneva**
1555 East Fabyan Parkway  
Geneva, IL  60134  
(630) 208-8811  
(800) 424-6423  
(630) 208-7844  
Fitness: Yes  
Website: www.comfortinngeneva.com

**DuPage County**

**Crowne Plaza Glen Ellyn-Lombard**
1250 Roosevelt Road  
Glen Ellyn, IL  60137  
(630) 629-6000  
(800) 2CROWNE  
(630) 629-0025  
Fitness: Yes  
Website: www.cpglenellyn.com

**Elements**

**Tax Rate:**

- **Cook County:** 13.5%
- **Kane County:** 11%
- **DuPage County:** 11%

**Evanston**

**Holiday Inn Chicago North**
Rates: **Standard $129.00**

**Geneva**

**Comfort Inn & Suites - Geneva**
Rates: **Standard $79.99**

**Glen Ellyn**

**Crowne Plaza Glen Ellyn-Lombard**
Rates: **Standard $80.00**
Cook County

**Courtyard Glenview**

1801 Milwaukee Avenue  
Glenview, IL  60025

- Nearest Airport: O'Hare - 10 Miles
- Rates: **Standard** $119.00  
- (847) 803-2500  
- (800) 321-2211  
- Fax: (847) 803-2520

<table>
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<tr>
<th>Feature</th>
<th>Details</th>
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<tbody>
<tr>
<td>Fitness</td>
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<td>Website</td>
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<td>Breakfast</td>
<td>None</td>
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**Wyndham Glenview Suites**

1400 Milwaukee Avenue  
Glenview, IL  60025

- Nearest Airport: O'Hare - 14 Miles  
- Rates: **Standard** $119.00  
- (847) 803-9800  
- (800) WYNDHAM  
- Fax: (847) 803-0380

<table>
<thead>
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<th>Feature</th>
<th>Details</th>
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<tr>
<td>Fitness</td>
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<td>Website</td>
<td><a href="http://www.wyndhameglviewsuiteshotel.com">www.wyndhameglviewsuiteshotel.com</a></td>
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<td>450/240</td>
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Lake County

**Comfort Suites Grayslake**

1775 East Belvidere Road  
Grayslake, IL  60030

- Nearest Airport: O'Hare - 45 Miles  
- Rates: **Standard** $80.00  
- (847) 223-5050  
- Fax: (847) 223-7070

<table>
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<td><a href="http://www.comfortsuitesgrayslake.com">www.comfortsuitesgrayslake.com</a></td>
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**Country Inn & Suites by Carlson**

5420 Grand Avenue  
Gurnee, IL  60031

- Nearest Airport: O'Hare - 40 Miles  
- Rates: **Standard** $74.00  
- (847) 625-9700  
- (800) 596-2375  
- Fax: (847) 625-4251

<table>
<thead>
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<td>Breakfast</td>
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<td>Meeting Cap.</td>
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**Extended Stay America Chicago Gurnee**

5724 Northridge Drive  
Gurnee, IL  60031

- Nearest Airport: O'Hare - 33 Miles  
- Rates: **Standard** $79.99  
- (847) 662-3060  
- (800) EXTSTAY  
- Fax: (847) 662-3317

<table>
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</table>

Lake County

**Gurnee**

**Courtyard Glenview**

1801 Milwaukee Avenue  
Glenview, IL  60025

- Nearest Airport: O'Hare - 10 Miles  
- Rates: **Standard** $119.00  
- (847) 803-2500  
- (800) 321-2211  
- Fax: (847) 803-2520

<table>
<thead>
<tr>
<th>Feature</th>
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<tbody>
<tr>
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**Wyndham Glenview Suites**

1400 Milwaukee Avenue  
Glenview, IL  60025

- Nearest Airport: O'Hare - 14 Miles  
- Rates: **Standard** $119.00  
- (847) 803-9800  
- (800) WYNDHAM  
- Fax: (847) 803-0380

<table>
<thead>
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<th>Feature</th>
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**Country Inn & Suites by Carlson**

5420 Grand Avenue  
Gurnee, IL  60031

- Nearest Airport: O'Hare - 40 Miles  
- Rates: **Standard** $74.00  
- (847) 625-9700  
- (800) 596-2375  
- Fax: (847) 625-4251

<table>
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**Extended Stay America Chicago Gurnee**

5724 Northridge Drive  
Gurnee, IL  60031

- Nearest Airport: O'Hare - 33 Miles  
- Rates: **Standard** $79.99  
- (847) 662-3060  
- (800) EXTSTAY  
- Fax: (847) 662-3317

<table>
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**Gurnee Comfort Inn**

6080 Gurnee Mills Circle East  
Gurnee, IL  60031  
(847) 855-8866  
(800) 424-6423  
(847) 855-0943 (FAX)  
Rates:  Standard  $79.99  
Nearest Airport:  O'Hare - 35 Miles  
Amtrak:  Glenview - 21 Miles  
Restaurant:  Nearby  
Meeting Cap.:  N/A  
No. of  63  
Fitness:  No  
Pool:  Indoor  
Internet:  Complimentary  
Website:  www.choicehotels.com

**Holiday Inn Gurnee & Convention Center**

6161 West Grand Avenue  
Gurnee, IL  60031  
(847) 336-6300  
(800) 465-4329  
(847) 336-6303 (FAX)  
Rates:  Standard  $80.00  
Nearest Airport:  O'Hare - 21 Miles  
Amtrak:  Glenview - 21 Miles  
Restaurant:  On Site  
Meeting Cap.:  900/310  
No. of  210  
Fitness:  Yes  
Pool:  Indoor  
Internet:  Complimentary  
Website:  www.holidayinn.com/gurnee-il

**Dupage County**

Tax Rate:  9%  
Hanover Park

**Extended Stay America Chicago - Hanover Park**

1075 Lake Street  
Hanover Park, IL  60133  
(630) 893-4823  
(800) EXTSTAY  
(630) 893-4824 (FAX)  
Rates:  Standard  $79.99  
Nearest Airport:  O'Hare - 20 Miles  
Amtrak:  Naperville - 14 Miles  
Restaurant:  Nearby  
Meeting Cap.:  N/A  
No. of  104  
Fitness:  No  
Pool:  None  
Internet:  Complimentary  
Website:  www.extendedstayamerica.com

**Cook County**

Tax Rate:  11%  
Hillside

**Best Western Chicago - Hillside**

4400 Frontage Road  
Hillside, IL  60162  
(708) 544-9300  
(708) 544-9310 (FAX)  
Rates:  Standard  $89.99  
Nearest Airport:  O'Hare - 8 Miles  
Amtrak:  LaGrange - 3 Miles  
Restaurant:  On Site  
Meeting Cap.:  800  
No. of  238  
Fitness:  Yes  
Pool:  Outdoor  
Internet:  Complimentary  
Website:  www.chicagoghillsidehotel.com

**Extended Stay America Chicago - Hillside**

4575 Frontage Road  
Hillside, IL  60162  
(708) 544-4409  
(800) EXTSTAY  
(708) 544-4611 (FAX)  
Rates:  Standard  $89.99  
Nearest Airport:  O'Hare - 15 Miles  
Amtrak:  LaGrange - 4 Miles  
Restaurant:  Nearby  
Meeting Cap.:  N/A  
No. of  122  
Fitness:  No  
Pool:  None  
Internet:  Complimentary  
Website:  www.extendedstayamerica.com
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<tr>
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<th>City</th>
<th>Hotel Name</th>
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<th>Contact Numbers</th>
<th>Amenities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cook County</td>
<td>13%</td>
<td>Hoffman Estates</td>
<td><strong>Hawthorn Suites by Wyndham Hoffman Estates</strong></td>
<td>Standard $80.00</td>
<td>2875 Greenspoint Parkway, Hoffman Estates, IL 60169</td>
<td>(847) 490-1686 (800) Wyndham</td>
<td>Nearest Airport: O'Hare - 17 Miles, Courtesy: 5 Mile Radius, Fitness: Yes, Website: <a href="http://www.hawthorn.com/hotel/46507">www.hawthorn.com/hotel/46507</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hoffman Estates</td>
<td><strong>Red Roof Inn Chicago Hoffman Estates</strong></td>
<td>Standard $44.99</td>
<td>2500 Hassell Road, Hoffman Estates, IL 60169</td>
<td>(847) 885-7877 (800) REDROOF</td>
<td>Nearest Airport: O'Hare - 13 Miles, Courtesy: N/A, Fitness: No, Website: <a href="http://www.redroof.com">www.redroof.com</a></td>
</tr>
<tr>
<td>Dupage County</td>
<td>11%</td>
<td>Itasca</td>
<td><strong>Extended Stay America Chicago - Itasca</strong></td>
<td>Standard $64.99</td>
<td>1181 North Rohlwing Road, Itasca, IL 60143</td>
<td>(630) 250-1111 (800) EXTSTAY</td>
<td>Nearest Airport: O'Hare - 13 Miles, Courtesy: N/A, Fitness: No, Website: <a href="http://www.extendedstayamerica.com">www.extendedstayamerica.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Itasca</td>
<td><strong>Holiday Inn Chicago West - Itasca</strong></td>
<td>Standard $80.00</td>
<td>860 West Irving Park Road, Itasca, IL 60143</td>
<td>(630) 773-2340</td>
<td>Nearest Airport: O'Hare - 8 Miles, Courtesy: 5 Mile Radius, Fitness: Yes, Website: <a href="http://www.holiday-inn.com/itasca">www.holiday-inn.com/itasca</a></td>
</tr>
<tr>
<td>Will County</td>
<td>13%</td>
<td>Joliet</td>
<td><strong>Clarion Hotel Joliet Banquet &amp; Convention Center</strong></td>
<td>Standard $80.00</td>
<td>411 South Larkin Avenue, Joliet, IL 60436</td>
<td>(815) 729-2000</td>
<td>Nearest Airport: Midway - 45 Miles, Courtesy: N/A, Fitness: Yes, Website: <a href="http://www.clarionhotel.com/il472">www.clarionhotel.com/il472</a></td>
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<td>Hotel Name</td>
<td>Rates:</td>
<td>Room Type</td>
<td>Rate</td>
<td>Phone Numbers</td>
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<tr>
<td>Comfort Inn North</td>
<td>Standard</td>
<td>$80.00</td>
<td>(815) 436-5141  (800) 228-5150 (815) 436-5141 (FAX)</td>
<td></td>
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<tr>
<td>Fairfield Inn South</td>
<td>Standard</td>
<td>$80.00</td>
<td>(815) 741-3499  (800) 228-2800 (815) 741-3499 (FAX)</td>
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<tr>
<td>Hampton Inn Joliet I-80</td>
<td>Standard</td>
<td>$80.00</td>
<td>(815) 725-2424  (800) HAMPTON (815) 725-3110 (FAX)</td>
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<tr>
<td>Hampton Inn Joliet I-55</td>
<td>Standard</td>
<td>$80.00</td>
<td>(815) 439-9500  (800) HAMPTON (815) 439-9550 (FAX)</td>
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<tr>
<td>Red Roof Inn</td>
<td>Standard</td>
<td>$54.99</td>
<td>(815) 741-2304  (800) REDROOF (815) 741-2330 (FAX)</td>
<td></td>
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<tr>
<td>Towne Place Suites</td>
<td>Standard</td>
<td>$80.00</td>
<td>(815) 741-2400  (800) MARRIOTT (815) 741-2149 (FAX)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Cook County
Tax Rate: 13%

Extended Stay America Chicago - Lansing
2520 173rd Street
Lansing, IL 60438
Rates: Standard $64.99
Nearest Airport: Midway - 23 Miles
Amtrak: Homewood - 6 Miles
Breakfast: Continental
Meeting Cap.: N/A
Fitness: No
Pool: None
No. of 122
Website: www.extendedstayamerica.com
Internet: Complimentary

Holiday Inn Express & Suites
2323 172nd Street
Lansing, IL 60438
Rates: Standard $129.99
Nearest Airport: Midway - 23 Miles
Amtrak: Homewood - 7 Miles
Breakfast: Full
Meeting Cap.: 85/50
Pool: Indoor
No. of 80
Website: www.hiexpress.com/lansingil
Internet: Complimentary

Red Roof Inn Chicago Lansing
2450 173rd Street
Lansing, IL 60438
Rates: Standard $44.99
Nearest Airport: Midway - 30 Miles
Amtrak: Homewood - 6.5 Miles
Breakfast: None
Meeting Cap.: N/A
Fitness: No
Pool: None
No. of 108
Website: www.redroof.com
Internet: Complimentary

Lake County
Tax Rate: 11%

Marriott Lincolnshire Resort
10 Marriott Drive
Lincolnshire, IL 60069
Rates: Standard $80.00
Nearest Airport: O'Hare - 27 Miles
Amtrak: Glenview - 10 Miles
Breakfast: None
Meeting Cap.: 1,250/600
Pool: Indoor/Outdoor
No. of 390
Website: www.marriott.com/CHILN
Internet: 12.95/Day

DuPage County
Tax Rate: 11%

Extended Stay America Chicago - Lisle
445 Warrenville Road
Lisle, IL 60532
Rates: Standard $79.99
Nearest Airport: O'Hare - 21 Miles
Amtrak: Naperville - 4 Miles
Breakfast: Continental
Meeting Cap.: N/A
Fitness: No
Pool: None
No. of 98
Website: www.extendedstayamerica.com
Internet: Complimentary

50
Hilton Lisle Naperville
3003 Corporate West Drive
Lisle, IL 60532
Nearest Airport: O'Hare - 23 Miles
Courtesies: 3 Mile Radius
Fitness: Yes
Website: www.lislenaperville.hilton.com
Rates: Standard $80.00
(630) 505-0900
(800) HILTONS
(630) 245-7647 (FAX)
Amtrak: Naperville - 3 Miles
Breakfast: None
Pool: Indoor
Internet: Complimentary
Nearest Airport: O'Hare - 23 Miles
Amtrak: Naperville - 3 Miles
Breakfast: None
Meeting Cap.: 700
No. of 309
Restaurant: On Site
Fitness: Yes
Pool: Indoor
Internet: Complimentary
Nearest Airport: O'Hare - 23 Miles
Fitness: Yes
Website: www.sheratonlisle.com
Rates: Standard $80.00
(630) 505-1000
(800) 325-3535
(630) 505-1165 (FAX)
Amtrak: Naperville - 3 Miles
Breakfast: Buffet
Meeting Cap.: 1,000/540
No. of 242
Nearest Airport: O'Hare - 23 Miles
Restaurant: On-Site
Fitness: Yes
Pool: Indoor
Internet: Complimentary
Tax Rate: 11%
Lombard
Comfort Suites Lombard
530 West North Avenue
Lombard, IL 60148
Nearest Airport: O'Hare - 15 Miles
Courtesies: N/A
Fitness: Yes
Website: www.comfortsuites.com
Rates: Standard $79.99
(630) 268-1300
(800) 228-5150
(630) 268-1400 (FAX)
Amtrak: LaGrange - 8 Miles
Breakfast: Full
Meeting Cap.: 50
No. of 66
Nearest Airport: O'Hare - 18 Miles
Restaurant: Nearby
Fitness: Yes
Pool: Indoor
Internet: Complimentary
No. of 136
Website: www.extendedstayamerica.com
Rates: Standard $79.99
(630) 428-0202
(800) EXTSTAY
(630) 928-0505 (FAX)
Amtrak: LaGrange - 8 Miles
Breakfast: Continental
Meeting Cap.: N/A
No. of 98
Restaurant: Nearby
Fitness: Yes
Pool: None
Internet: Complimentary
No. of 128
Website: www.extendedstayamerica.com
Rates: Standard $72.00
(630) 916-9000
(630) 916-8016 (FAX)
Amtrak: LaGrange - 8 Miles
Breakfast: Buffet
Meeting Cap.: 30/25
No. of 128
Restaurant: Adjacent
Fitness: Yes
Pool: None
Internet: Complimentary
No. of 128
Website: www.stayinnlombard.com
Stay Inn
222 East 22nd Street
Lombard, IL 60148
Nearest Airport: O'Hare - 17 Miles
Courtesies: 5 Mile Radius
Fitness: Yes
Website: www.stayinnlombard.com
Rates: Standard $72.00
(630) 916-9000
(630) 916-8016 (FAX)
Amtrak: LaGrange - 8 Miles
Breakfast: Buffet
Meeting Cap.: 30/25
No. of 128
Restaurant: Adjacent
Fitness: Yes
Pool: None
Internet: Complimentary
No. of 128
Website: www.stayinnlombard.com
Stay Inn
222 East 22nd Street
Lombard, IL 60148
Nearest Airport: O'Hare - 17 Miles
Courtesies: 5 Mile Radius
Fitness: Yes
Website: www.stayinnlombard.com
Rates: Standard $72.00
(630) 916-9000
(630) 916-8016 (FAX)
Amtrak: LaGrange - 8 Miles
Breakfast: Buffet
Meeting Cap.: 30/25
No. of 128
Restaurant: Adjacent
Fitness: Yes
Pool: None
Internet: Complimentary
No. of 128
Website: www.stayinnlombard.com
**TownPlace Suites**

455 East 22nd Street  
Lombard, IL 60148  
(630) 932-4400  
(888)236-2427  
(630) 932-0593  
Nearest Airport: Midway - 18 Miles  
Amtrak: LaGrange - 10 Miles  
Breakfast: None  
Pool: Outdoor  
Website: www.marriott.com

Rates: **Standard**  $80.00  
Restaurant: Nearby  
Meeting Cap.: N/A  
No. of 125

**Country Inn & Suites by Carlson**

950 Lake Superior Drive  
Matteson, IL 60443  
(708) 748-4740  
(800) 830-5222  
(708) 748-4916  
Nearest Airport: Midway - 22 Miles  
Amtrak: Homewood - 5 Miles  
Breakfast: Full  
Pool: Indoor  
Website: www.countryinns.com

Rates: **Standard**  $89.99  
Restaurant: Adjacent  
Meeting Cap.: 40/24  
No. of 84

**Holiday Inn Chicago Matteson**

500 Holiday Plaza Drive  
Matteson, IL 60443  
(708) 747-3500  
(800) HOLIDAY  
(708) 898-2807  
Nearest Airport: Midway - 16 Miles  
Amtrak: Homewood - 6 Miles  
Breakfast: Full  
Pool: Indoor  
Website: www.himatteson.com

Rates: **Standard**  $90.00  
Restaurant: On Site  
Meeting Cap.: 900/550  
No. of 202

**La Quinta Inn Chicago Matteson**

5210 West Southwick Drive  
Matteson, IL 60443  
(708) 503-0999  
(800) 531-5900  
(708) 503-0444  
Nearest Airport: Midway - 15 Miles  
Amtrak: Homewood - 6 Miles  
Breakfast: Continental  
Pool: None  
Website: www.lq.com

Rates: **Standard**  $85.00  
Restaurant: Nearby  
Meeting Cap.: N/A  
No. of 108

**Country Inn & Suites by Carlson**

2200 South Elmhurst Street  
Mount Prospect, IL 60065  
(847) 290-0909  
(800) 830-5222  
(847) 290-1774  
Nearest Airport: O'Hare - 16 Miles  
Amtrak: Glenview - 4 Miles  
Breakfast: Full  
Pool: Indoor  
Website: www.countryinns.com

Rates: **Standard**  $80.00  
Restaurant: Adjacent  
Meeting Cap.: 30  
No. of 94

---

**Cook County**  
**Tax Rate:**  **15%**

**Mount Prospect**

Country Inn & Suites by Carlson

**Rates:** **Standard**  $80.00  
Restaurant: Adjacent  
Meeting Cap.: 30  
No. of 94

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**Cook County**  
**Tax Rate:**  **12%**
<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Rates: Standard</th>
<th>Tax Rate: 10.4%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Holiday Inn</strong></td>
<td></td>
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</tr>
<tr>
<td>200 Rand Road, Mount Prospect, IL 60056</td>
<td>$94.00</td>
<td></td>
</tr>
<tr>
<td>Nearest Airport: O'Hare - 17 Miles</td>
<td></td>
<td></td>
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<tr>
<td>Courtesy: 5 Mile Radius</td>
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<td>Fitness: Yes</td>
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<td>Website: <a href="http://www.ihg.com/holidayinn/mtprospect">www.ihg.com/holidayinn/mtprospect</a></td>
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<tr>
<td><strong>DuPage County</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>Best Western Naperville Inn</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1617 Naperville Road, Naperville, IL 60563</td>
<td>$69.00</td>
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</tr>
<tr>
<td>Nearest Airport: O'Hare - 23 Miles</td>
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<td></td>
</tr>
<tr>
<td>Courtesy: N/A</td>
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<tr>
<td>Fitness: Yes</td>
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<tr>
<td>Website: <a href="http://www.bestwestern.com/napervilleinn">www.bestwestern.com/napervilleinn</a></td>
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<tr>
<td><strong>Country Inn &amp; Suites by Carlson Naperville</strong></td>
<td></td>
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<tr>
<td>1837 Centre Point Circle, Naperville, IL 60563</td>
<td>$80.00</td>
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</tr>
<tr>
<td>Nearest Airport: O'Hare - 25 Miles</td>
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<tr>
<td>Courtesy: 10 Mile Radius</td>
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<tr>
<td>Fitness: Yes</td>
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<tr>
<td>Website: <a href="http://www.countryinns.com">www.countryinns.com</a></td>
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<tr>
<td><strong>Courtyard by Marriott</strong></td>
<td></td>
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</tr>
<tr>
<td>1155 East Diehl Road, Naperville, IL 60563</td>
<td>$80.00</td>
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</tr>
<tr>
<td>Nearest Airport: O'Hare - 25 Miles</td>
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<tr>
<td>Courtesy: 3 Mile Radius</td>
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<td>Fitness: Yes</td>
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<tr>
<td>Website: <a href="http://www.marriott.com/chinp">www.marriott.com/chinp</a></td>
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<tr>
<td><strong>Extended Stay America Chicago - Naperville</strong></td>
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<tr>
<td>1827 Centre Point Circle, Naperville, IL 60563</td>
<td>$79.99</td>
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<td>Nearest Airport: O'Hare - 27 Miles</td>
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<td>Courtesy: N/A</td>
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<td>Fitness: No</td>
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<td>Website: <a href="http://www.extendedstayamerica.com">www.extendedstayamerica.com</a></td>
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<tr>
<td><strong>Extended Stay America Chicago - Naperville</strong></td>
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<tr>
<td>1575 Bond Street, Naperville, IL 60563</td>
<td>$79.99</td>
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<tr>
<td>Nearest Airport: O'Hare - 29 Miles</td>
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<td>Courtesy: N/A</td>
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<tr>
<td>Fitness: No</td>
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<tr>
<td>Website: <a href="http://www.extendedstayamerica.com">www.extendedstayamerica.com</a></td>
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</tbody>
</table>
### Motel 6 Naperville

- **Address:** 1585 Naperville/Wheaton Road, Naperville, IL 60563
- **Rates:**
  - Standard: $45.00
- **Contact:**
  - Phone: (630) 357-0022
  - FAX: (630) 357-9817
- **Nearest Airport:** O'Hare - 25 Miles
- **Convenience:**
  - Courtesy: N/A
  - Fitness: No
- **Website:** [www.motel6.com](http://www.motel6.com)

### Red Roof Inn

- **Address:** 1698 West Diehl Road, Naperville, IL 60563
- **Rates:**
  - Standard: $59.99
- **Contact:**
  - Phone: (630) 369-2500
  - FAX: (630) 369-9987
- **Nearest Airport:** O'Hare - 30 Miles
- **Convenience:**
  - Courtesy: N/A
  - Fitness: No
- **Website:** [www.redroof.com](http://www.redroof.com)

### Sleep Inn

- **Address:** 1831 Diehl Road, Naperville, IL 60563
- **Rates:**
  - Standard: $77.99
- **Contact:**
  - Phone: (630) 778-5900
  - FAX: (630) 778-1441
- **Nearest Airport:** O'Hare - 30 Miles
- **Convenience:**
  - Courtesy: N/A
  - Fitness: Yes
- **Website:** [www.choicehotels.com/hotels/il443](http://www.choicehotels.com/hotels/il443)

### Hilton Chicago Northbrook

- **Address:** 2855 North Milwaukee Avenue, Northbrook, IL 60062
- **Rates:**
  - Standard: $129.00
- **Contact:**
  - Phone: (847) 480-7500
  - FAX: (847) 480-0827
- **Nearest Airport:** O'Hare - 9 Miles
- **Convenience:**
  - courtesy: 5 Mile Radius
  - Fitness: Yes
- **Website:** [www.chicagonorthbrook.hilton.com](http://www.chicagonorthbrook.hilton.com)

### Doubletree Hotel Chicago Oak Brook

- **Address:** 1909 Spring Road, Oak Brook, IL 60523
- **Rates:**
  - Standard: $80.00
- **Contact:**
  - Phone: (630) 472-6000
  - FAX: (630) 833-7037
- **Nearest Airport:** O'Hare - 16 Miles
- **Convenience:**
  - courtesy: 5 Mile Radius
  - Fitness: Yes
- **Website:** [www.chicagoookbrook.doubletree.com](http://www.chicagoookbrook.doubletree.com)

### Cook County

- **Tax Rate:** 12%

### DuPage County

- **Tax Rate:** 7%
**Hilton Chicago - Oak Brook Hills Resort**

3500 Midwest Road  
Oak Brook, IL  60523  
(630) 850-5555  
(800) HILTONS  
(630) 850-4119  
Nearest Airport: O'Hare - 17 Miles  
Restaurant: On Site  
Meeting Cap.: 1500  
No. of Rooms: 386  
Website: www.oakbrookhillsresort.com

<table>
<thead>
<tr>
<th>Rates: Standard</th>
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**Cook County**  
**Tax Rate:** 15%

**Hilton Oak Lawn**

9333 South Cicero  
Oak Lawn, IL  60453  
(708) 425-7800  
(800) HILTONS  
(708) 425-1665  
Nearest Airport: Midway - 4 Miles  
Restaurant: On Site  
Meeting Cap.: 700/450  
No. of Rooms: 184  
Website: www.oaklawnhilton.com

<table>
<thead>
<tr>
<th>Rates: Standard</th>
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</thead>
</table>

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

**Carleton of Oak Park**

1110 Pleasant Street  
Oak Park, IL  60302  
(708) 848-5000  
(888) CARLETON  
(708) 848-0537  
Nearest Airport: Midway - 10 Miles  
Restaurant: On Site  
Meeting Cap.: 200/130  
No. of Rooms: 154  
Website: www.carletonhotel.com

<table>
<thead>
<tr>
<th>Rates: Standard</th>
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**DuPage County**  
**Tax Rate:** 12%

**Comfort Suites**

17W445 Roosevelt Road  
Oakbrook Terrace, IL  60181  
(630) 916-1000  
(800) 424-6423  
(630) 916-1068  
Nearest Airport: O'Hare - 14 Miles  
Restaurant: Adjacent  
Meeting Cap.: 50/36  
No. of Rooms: 103  
Website: www.csobtc.com

<table>
<thead>
<tr>
<th>Rates: Standard</th>
<th>$80.00</th>
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</thead>
</table>

**Courtyard Oakbrook Terrace**

6 Transam Plaza Drive  
Oakbrook Terrace, IL  60181  
(630) 691-1500  
(800) 321-2211  
(630) 691-1518  
Nearest Airport: O'Hare - 20 Miles  
Restaurant: On Site  
Meeting Cap.: 40/25  
No. of Rooms: 144  
Website: www.marriott.com

<table>
<thead>
<tr>
<th>Rates: Standard</th>
<th>$80.00</th>
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</table>
**Hilton Garden Inn Oakbrook Terrace**

1000 Drury Lane  
Oakbrook Terrace, IL  60181  
Nearest Airport:  O'Hare - 15 Miles  
Courtesey  3 Mile Radius  
Fitness:  Yes  
Website:  www.hiltongardeninn3.hilton.com  
Rates:  Standard  $80.00  
Phone:  (630) 941-1177  
(800) HILTONS (FAX)  
Amtrak:  LaGrange - 5 Miles  
Breakfast:  None  
Pool:  Indoor  
Internet:  Complimentary

**Hilton Suites Chicago - Oak Brook**

10 Drury Lane  
Oakbrook Terrace, IL  60181  
Nearest Airport:  O'Hare - 15 Miles  
Courtesey  5 Mile Radius  
Fitness:  Yes  
Website:  www.hilton.com  
Rates:  Standard  $80.00  
Phone:  (630) 941-0100  
(800) HILTONS (FAX)  
Amtrak:  LaGrange - 5 Miles  
Breakfast:  None  
Pool:  Indoor  
Internet:  Complimentary

**Holiday Inn Chicago-Oak Brook**

17W350 22nd Street  
Oakbrook Terrace, IL  60181  
Nearest Airport:  O'Hare - 15 Miles  
Courtesey  5 Mile Radius  
Fitness:  Yes  
Website:  www.hioakbrook.com  
Rates:  Standard  $80.00  
Phone:  (630) 833-3600  
(800) 222-8733 (FAX)  
Amtrak:  LaGrange - 2 Miles  
Breakfast:  Full  
Pool:  Indoor  
Internet:  Complimentary

**La Quinta Inn Chicago Oakbrook Terrace**

1 South 666 Midwest Road  
Oakbrook Terrace, IL  60181  
Nearest Airport:  O'Hare - 10 Miles  
Courtesey  5 Mile Radius  
Fitness:  Yes  
Website:  www.lq.com/0584  
Rates:  Standard  $79.00  
Phone:  (630) 495-4600  
(800) 531-5900 (FAX)  
Amtrak:  LaGrange - 6 Miles  
Breakfast:  Continental  
Pool:  Outdoor  
Internet:  Complimentary

**Cook County**  
**Palatine**

**Holiday Inn Express**

1550 East Dundee Road  
Palatine, IL  60074  
Nearest Airport:  O'Hare - 13 Miles  
Courtesey  Local Area  
Fitness:  Yes  
Website:  www.hiexpress.com/chi-palatine  
Rates:  Standard  $80.00  
Phone:  (847) 934-4900  
(800) HOLIDAY (FAX)  
Amtrak:  Glenview - 12 Miles  
Breakfast:  Buffet  
Pool:  Indoor  
Internet:  Complimentary

**Palatine**

Cook County  
Tax Rate:  12%
<table>
<thead>
<tr>
<th>Location</th>
<th>Tax Rate</th>
<th>Rates</th>
<th>Hotel Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cook County</td>
<td></td>
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</tbody>
</table>
| **Country Inn & Suites** | 11%      | Standard $75.00 | Prospect Heights:  
600 North Milwaukee Avenue  
Prospect Heights, IL  60070  
Nearest Airport: O'Hare - 11 Miles  
Courtesy: 5 Mile Radius  
Fitness: Yes  
Website: www.countryinns.com |
| **Extended Stay America** | 15%      | Standard $64.99 | Rolling Meadows:  
2400 Golf Road  
Rolling Meadows, IL  60008  
Nearest Airport: O'Hare - 12 Miles  
Courtesy: N/A  
Fitness: No  
Website: www.extendedstayamerica.com |
| **Holiday Inn Express Rolling Meadows** |          |            | Rolling Meadows:  
3477 Algonquin Road  
Rolling Meadows, IL  60008  
Nearest Airport: O'Hare - 9 Miles  
Fitness: Yes  
Website: www.hiexpress.com/nwscha |
| **Holiday Inn Rolling Meadows** |          |            | Rolling Meadows:  
3405 Algonquin Road  
Rolling Meadows, IL  60008  
Nearest Airport: O'Hare/Local Area  
Fitness: Yes  
Website: www.holidayinn.com/rmschaumburg |
| Will County           | 15%      | Standard $80.00 | Romeoville:  
1265 Lakeview Drive  
Romeoville, IL  60446  
Nearest Airport: Midway - 22 Miles  
Fitness: Yes  
Website: www.countryinns.com |

---

**Country Inn & Suites Romeoville**
600 North Milwaukee Avenue  
Prospect Heights, IL  60070  
Nearest Airport: O'Hare - 11 Miles  
Pool: None  
Internet: Complimentary  
(847) 419-3600  
(800) 830-5222  
(847) 419-3601 (FAX)  
Restaurant: On Site  
Meeting Cap.: 200  
No. of 108

**Country Inn & Suites Romeoville**
1265 Lakeview Drive  
Romeoville, IL  60446  
Nearest Airport: Midway - 22 Miles  
Pool: Indoor  
Internet: Complimentary  
(630) 378-1052  
(800) 830-5222  
(630) 378-1053 (FAX)  
Restaurant: Nearby  
Meeting Cap.: 35  
No. of 84

---

**Rolling Meadows**
2400 Golf Road  
Rolling Meadows, IL  60008  
Nearest Airport: O'Hare - 12 Miles  
Fitness: Yes  
Website: www.countryinns.com  
(847) 419-3600  
(800) 830-5222  
(847) 419-3601 (FAX)  
Restaurant: On Site  
Meeting Cap.: 200  
No. of 108

**Rolling Meadows**
2400 Golf Road  
Rolling Meadows, IL  60008  
Nearest Airport: O'Hare - 12 Miles  
Fitness: Yes  
Website: www.countryinns.com  
(847) 419-3600  
(800) 830-5222  
(847) 419-3601 (FAX)  
Restaurant: On Site  
Meeting Cap.: 200  
No. of 108

---

**Romeoville**
1265 Lakeview Drive  
Romeoville, IL  60446  
Nearest Airport: Midway - 22 Miles  
Fitness: Yes  
Website: www.countryinns.com  
(630) 378-1052  
(800) 830-5222  
(630) 378-1053 (FAX)  
Restaurant: Nearby  
Meeting Cap.: 35  
No. of 84

---

**Romeoville**
1265 Lakeview Drive  
Romeoville, IL  60446  
Nearest Airport: Midway - 22 Miles  
Fitness: Yes  
Website: www.countryinns.com  
(630) 378-1052  
(800) 830-5222  
(630) 378-1053 (FAX)  
Restaurant: Nearby  
Meeting Cap.: 35  
No. of 84

---

**Romeoville**
1265 Lakeview Drive  
Romeoville, IL  60446  
Nearest Airport: Midway - 22 Miles  
Fitness: Yes  
Website: www.countryinns.com  
(630) 378-1052  
(800) 830-5222  
(630) 378-1053 (FAX)  
Restaurant: Nearby  
Meeting Cap.: 35  
No. of 84

---

**Romeoville**
1265 Lakeview Drive  
Romeoville, IL  60446  
Nearest Airport: Midway - 22 Miles  
Fitness: Yes  
Website: www.countryinns.com  
(630) 378-1052  
(800) 830-5222  
(630) 378-1053 (FAX)  
Restaurant: Nearby  
Meeting Cap.: 35  
No. of 84

---

**Romeoville**
1265 Lakeview Drive  
Romeoville, IL  60446  
Nearest Airport: Midway - 22 Miles  
Fitness: Yes  
Website: www.countryinns.com  
(630) 378-1052  
(800) 830-5222  
(630) 378-1053 (FAX)  
Restaurant: Nearby  
Meeting Cap.: 35  
No. of 84

---

**Romeoville**
1265 Lakeview Drive  
Romeoville, IL  60446  
Nearest Airport: Midway - 22 Miles  
Fitness: Yes  
Website: www.countryinns.com  
(630) 378-1052  
(800) 830-5222  
(630) 378-1053 (FAX)  
Restaurant: Nearby  
Meeting Cap.: 35  
No. of 84
**Extended Stay America**

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone</th>
<th>Rates: Standard</th>
<th>$79.99</th>
</tr>
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<tbody>
<tr>
<td>1225 Lakeview Drive</td>
<td>(630) 226-8966</td>
<td>(800) EXSTSTAY</td>
<td>(630) 226-8967 (FAX)</td>
</tr>
<tr>
<td>Romeoville, IL 6046</td>
<td></td>
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<td>N/A</td>
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<tr>
<td>Nearest Airport: Midway - 25 Miles</td>
<td>Amtrak: Joliet - 15 Miles</td>
<td>Restaurant: Nearby</td>
<td></td>
</tr>
<tr>
<td>Courtesy N/A</td>
<td>Breakfast: None</td>
<td>Meeting Cap.: N/A</td>
<td></td>
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<tr>
<td>Fitness: No</td>
<td>Pool: None</td>
<td>No. of 101</td>
<td></td>
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<tr>
<td>Website: <a href="http://www.extendedstayamerica.com">www.extendedstayamerica.com</a></td>
<td>Internet: Complimentary</td>
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**Cook County**

**Comfort Suites Schaumburg**

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone</th>
<th>Rates: Standard</th>
<th>$88.00</th>
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<tbody>
<tr>
<td>1100 East Higgins Road</td>
<td>(847) 330-0133</td>
<td>(800) 4-CHOICE</td>
<td>(847) 330-0093 (FAX)</td>
</tr>
<tr>
<td>Schaumburg, IL 60173</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nearest Airport: O'Hare - 13 Miles</td>
<td>Amtrak: Glenview - 14 Miles</td>
<td>Restaurant: Adjacent</td>
<td></td>
</tr>
<tr>
<td>Courtesy 5 Mile Radius</td>
<td>Breakfast: Full</td>
<td>Meeting Cap.: 60/36</td>
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<tr>
<td>Fitness: Yes</td>
<td>Pool: Indoor</td>
<td>No. of 96</td>
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<tr>
<td>Website: <a href="http://www.comfortschaumburg.com">www.comfortschaumburg.com</a></td>
<td>Internet: Complimentary</td>
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**Country Inn & Suites by Carlson Schaumburg**

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone</th>
<th>Rates: Standard</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1401 North Roselle Road</td>
<td>(847) 839-1010</td>
<td>(800) 830-5222</td>
<td>(847) 839-1212 (FAX)</td>
</tr>
<tr>
<td>Schaumburg, IL 60195</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nearest Airport: O'Hare - 15 Miles</td>
<td>Amtrak: Glenview - 16 Miles</td>
<td>Restaurant: Nearby</td>
<td></td>
</tr>
<tr>
<td>Courtesy 5 Mile Radius</td>
<td>Breakfast: Full</td>
<td>Meeting Cap.: N/A</td>
<td></td>
</tr>
<tr>
<td>Fitness: Yes</td>
<td>Pool: Indoor</td>
<td>No. of 73</td>
<td></td>
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<tr>
<td>Website: <a href="http://www.countryinns.com/schaumburgil-south">www.countryinns.com/schaumburgil-south</a></td>
<td>Internet: Complimentary</td>
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**Extended Stay America**

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone</th>
<th>Rates: Standard</th>
<th>$89.99</th>
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<tbody>
<tr>
<td>1200 American Lane</td>
<td>(847) 517-7255</td>
<td>(800) EXSTSTAY</td>
<td>(847) 517-7230 (FAX)</td>
</tr>
<tr>
<td>Schaumburg, IL 60173</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nearest Airport: O'Hare - 15 Miles</td>
<td>Amtrak: Glenview - 20 Miles</td>
<td>Restaurant: Nearby</td>
<td></td>
</tr>
<tr>
<td>Courtesy Local Area</td>
<td>Breakfast: Continental</td>
<td>Meeting Cap.: 16</td>
<td></td>
</tr>
<tr>
<td>Fitness: No</td>
<td>Pool: None</td>
<td>No. of 104</td>
<td></td>
</tr>
<tr>
<td>Website: <a href="http://www.extendedstayamerica.com">www.extendedstayamerica.com</a></td>
<td>Internet: Complimentary</td>
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**Extended Stay America**

<table>
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<th>Phone</th>
<th>Rates: Standard</th>
<th>$84.99</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000 North Roselle Road</td>
<td>(847) 882-7011</td>
<td>(800) EXSTSTAY</td>
<td>(847) 882-4322 (FAX)</td>
</tr>
<tr>
<td>Schaumburg, IL 60195</td>
<td></td>
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<tr>
<td>Nearest Airport: O'Hare - 17 Miles</td>
<td>Amtrak: Glenview - 22 Miles</td>
<td>Restaurant: Nearby</td>
<td></td>
</tr>
<tr>
<td>Courtesy N/A</td>
<td>Breakfast: Continental</td>
<td>Meeting Cap.: N/A</td>
<td></td>
</tr>
<tr>
<td>Fitness: No</td>
<td>Pool: None</td>
<td>No. of 128</td>
<td></td>
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<tr>
<td>Website: <a href="http://www.extendedstayamerica.com">www.extendedstayamerica.com</a></td>
<td>Internet: Complimentary</td>
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**Extended Stay America Chicago - Schaumburg**

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone</th>
<th>Rates: Standard</th>
<th>$89.99</th>
</tr>
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<tbody>
<tr>
<td>51 East State Parkway</td>
<td>(847) 882-6900</td>
<td>(800) EXSTSTAY</td>
<td>(847) 882-6925 (FAX)</td>
</tr>
<tr>
<td>Schaumburg, IL 60195</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nearest Airport: O'Hare - 12 Miles</td>
<td>Amtrak: Glenview - 15 Miles</td>
<td>Restaurant: Nearby</td>
<td></td>
</tr>
<tr>
<td>Courtesy Local Area</td>
<td>Breakfast: Continental</td>
<td>Meeting Cap.: 20</td>
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<td>Fitness: No</td>
<td>Pool: None</td>
<td>No. of 136</td>
<td></td>
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<td>Website: <a href="http://www.extendedstayamerica.com">www.extendedstayamerica.com</a></td>
<td>Internet: Complimentary</td>
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**Schaumburg**

**Cook County**

**Tax Rate:** 14%
Hawthorn Suites Schaumburg
1200 Bank Drive
Schaumburg, IL  60173
Nearest Airport:  O'Hare - 16 Miles
Courtesy  5 Mile Radius
Fitness:  Yes
Website:  www.hawthorn.com/hotel/46508
Rates:  Standard $80.00
(847) 517-7644
(847) 517-7648 (FAX)
Amtrak:  Glenview - 15 Miles
Breakfast:  Full
Pool:  None
Internet:  Complimentary
Restaurant:  Nearby
Meeting Cap.:  N/A
No. of  120

Holiday Inn Express Schaumburg
1550 North Roselle Road
Schaumburg, IL  60195
Nearest Airport:  O'Hare - 14 Miles
Courtesy  5 Mile Radius
Fitness:  Yes
Website:  www.holidayinn.com
Rates:  Standard $106.00
(847) 310-0500
(800) HOLIDAY
(847) 310-0579 (FAX)
Amtrak:  Glenview - 14 Miles
Breakfast:  Full
Pool:  Outdoor
Internet:  Complimentary
Restaurant:  Adjacent
Meeting Cap.:  25/18
No. of  143

Homewood Suites Chicago Schaumburg
815 East American Lane
Schaumburg, IL  60173
Nearest Airport:  O'Hare - 15 Miles
Courtesy  5 Mile Radius
Fitness:  Yes
Website:  www.homewoodsuitesschaumburg.com
Rates:  Standard $132.00
(847) 605-0400
(800) 225-5466
(847) 619-0990 (FAX)
Amtrak:  Glenview - 15 Miles
Breakfast:  Full
Pool:  Outdoor
Internet:  Complimentary
Restaurant:  Nearby
Meeting Cap.:  25/18
No. of  108

Hyatt House Chicago/Schaumburg
1251 East American Lane
Schaumburg, IL  60173
Nearest Airport:  O'Hare - 17 Miles
Courtesy  5 Mile Radius
Fitness:  Yes
Website:  www.schaumburg.house.hyatt.com
Rates:  Standard $132.00
(847) 706-9007
(800) 993-0367
(847) 706-9007 (FAX)
Amtrak:  Glenview - 15 Miles
Breakfast:  Full
Pool:  Indoor
Internet:  Complimentary
Restaurant:  Nearby
Meeting Cap.:  50/30
No. of  134

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

Radisson Schaumburg
1998 North Roselle Road
Schaumburg, IL  60195
Nearest Airport:  O'Hare - 11 Miles
Courtesy  Local Area
Fitness:  Yes
Website:  www.radisson.com
Rates:  Standard $129.00
(847) 885-0101
(800) 333-3333
(847) 885-0404 (FAX)
Amtrak:  Glenview - 14 Miles
Breakfast:  None
Pool:  Indoor
Internet:  Complimentary
Restaurant:  On Site
Meeting Cap.:  N/A
No. of  137
Residence Inn Schaumburg

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

Rates: Standard $132.00
(847) 517-9200
(800) 887-8014
(FAX)
Amtrak: Glenview - 15 Miles
Breakfast: Full
Pool: Indoor
Internet: Complimentary
Restaurant: Nearby
Meeting Cap.: 50/25
No. of 125

SpringHill Suites

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

Rates: Standard $130.00
(847) 995-1500
(800) 581-3498
(FAX)
Amtrak: Glenview - 15 Miles
Breakfast: Buffet
Pool: Indoor
Internet: Complimentary
Meeting Cap.: 30
No. of 132

Wyndham Garden

1725 East Algonquin Road
Schaumburg, IL 60173
Nearest Airport: O'Hare - 13 Miles
Courtesy Train Station
Fitness: Yes
Website: www.wyndham.com

Rates: Standard $99.00
(847) 397-1500
(800) WYNDHAM
(FAX)
Amtrak: Glenview - 15 Miles
Breakfast: None
Pool: Outdoor
Internet: Complimentary
Restaurant: On Site
Meeting Cap.: 500/350
No. of 200

Cook County

Tax Rate: 13.5%

DoubleTree by Hilton Chicago North Shore

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

Rates: Standard $132.00
(847) 679-7000
(800) 222TREE
(FAX)
Amtrak: Glenview - 4 Miles
Breakfast: None
Pool: Indoor/Outdoor
Internet: Complimentary
Restaurant: On Site
Meeting Cap.: 500/225
No. of 369

Extended Stay America

5211 Old Orchard Road
Skokie, IL 60077
Nearest Airport: O'Hare - 15 Miles
Courtesy N/A
Fitness: No
Website: www.extendedstayamerica.com

Rates: Standard $99.99
(847) 663-9031
(800) EXTSTAY
(FAX)
Amtrak: Glenview - 5 Miles
Breakfast: Continental
Pool: None
Internet: Complimentary
Restaurant: Nearby
Meeting Cap.: N/A
No. of 140

Holiday Inn Chicago North Shore

5300 West Touhy Avenue
Skokie, IL 60077
Nearest Airport: O'Hare - 8 Miles
Courtesy 5 Mile Radius
Fitness: Yes
Website: www.hiskokie.com

Rates: Standard $80.00
(847) 679-8900
(800) HOLIDAY
(FAX)
Amtrak: Glenview - 5 Miles
Breakfast: None
Pool: Indoor
Internet: Complimentary
Restaurant: On Site
Meeting Cap.: 1,000/600
No. of 245
<table>
<thead>
<tr>
<th>Location</th>
<th>Tax Rate</th>
<th>Rates</th>
<th>Address</th>
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<td><strong>Kane County</strong></td>
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<td></td>
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<tr>
<td><strong>Country Inn &amp; Suites by Carlson</strong></td>
<td>11%</td>
<td>Standard $80.00</td>
<td>155 38th Avenue, St. Charles, IL 60174</td>
<td>(630) 587-6564</td>
<td>DuPage - 1 Mile</td>
<td>Breakfast: Full</td>
<td>45/30</td>
<td>Yes</td>
<td>Indoor</td>
<td>Complimentary</td>
<td><a href="http://www.countryinns.com/stcharlesil">www.countryinns.com/stcharlesil</a></td>
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<td></td>
<td></td>
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<td>(630) 587-6568</td>
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<td>Pool: Indoor</td>
<td>No of: 84</td>
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<tr>
<td><strong>St. Charles</strong></td>
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<tr>
<td><strong>Fairfield Inn &amp; Suites</strong></td>
<td></td>
<td></td>
<td>2096 Bricher Road, St. Charles, IL 60174</td>
<td>(630) 845-5500</td>
<td>O'Hare - 45 Miles</td>
<td>Breakfast: Full</td>
<td>9/10</td>
<td>Yes</td>
<td>Indoor</td>
<td>Complimentary</td>
<td><a href="http://www.fairfieldsuitesstcharles.com">www.fairfieldsuitesstcharles.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(800) 228-2800</td>
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<td>Pool: Indoor</td>
<td>No of: 92</td>
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<tr>
<td><strong>Hilton Garden Inn St. Charles Chicago</strong></td>
<td></td>
<td></td>
<td>4070 East Main Street, St. Charles, IL 60174</td>
<td>(630) 584-0700</td>
<td>O'Hare - 35 Miles</td>
<td>Breakfast: None</td>
<td>420/300</td>
<td>Yes</td>
<td>Indoor</td>
<td>Complimentary</td>
<td><a href="http://www.stcharles.gardeninn.com">www.stcharles.gardeninn.com</a></td>
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<tr>
<td></td>
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<td></td>
<td>(877) STAYHGI</td>
<td></td>
<td>Pool: Indoor</td>
<td>No of: 120</td>
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<tr>
<td><strong>Will County</strong></td>
<td>12%</td>
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<td></td>
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</tr>
<tr>
<td><strong>Country Inn &amp; Suites Tinley Park</strong></td>
<td></td>
<td></td>
<td>18315 South LaGrange Road, Tinley Park, IL 60487</td>
<td>(708) 560-9300</td>
<td>Midway - 18 Miles</td>
<td>Breakfast: Full</td>
<td>9/9</td>
<td>Yes</td>
<td>Indoor</td>
<td>Complimentary</td>
<td><a href="http://www.countryinns.com/tinleyparkil">www.countryinns.com/tinleyparkil</a></td>
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<tr>
<td></td>
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<td></td>
<td>(866) 505-4997</td>
<td></td>
<td>Pool: Indoor</td>
<td>No of: 99</td>
<td></td>
<td></td>
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<tr>
<td><strong>Lake County</strong></td>
<td>11%</td>
<td></td>
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</tr>
<tr>
<td><strong>Extended Stay America</strong></td>
<td></td>
<td></td>
<td>215 North Milwaukee Avenue, Vernon Hills, IL 60061</td>
<td>(847) 821-7101</td>
<td>O'Hare - 23 Miles</td>
<td>Breakfast: Continental</td>
<td>128</td>
<td>No</td>
<td>None</td>
<td>Complimentary</td>
<td><a href="http://www.extendedstayamerica.com">www.extendedstayamerica.com</a></td>
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<tr>
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<td></td>
<td>(800) 398-7829</td>
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<td>Pool: None</td>
<td>No of: 128</td>
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</table>

**Note:** Rates and other details may vary, please check the official websites for the most accurate and up-to-date information.
**Extended Stay America**  
675 Woodlands Parkway  
Vernon Hills, IL  60061  
(847) 955-1111  
Rates: Standard $79.99  
Nearest Airport: O'Hare - 20 Miles  
Amtrak: Libertyville - 5 Miles  
Restaurant: Nearby  
Meeting Cap.: N/A  
No. of 124  
Website: www.extendedstayamerica.com

**DuPage County**  
Tax Rate: 11%  
Warrenville

**Candlewood Suites**  
27W300 Warrenville Road  
Warrenville, IL  60555  
(630) 836-1650  
Rates: Standard $80.00  
Nearest Airport: O'Hare - 35 Miles  
Amtrak: Naperville - 4 Miles  
Restaurant: Nearby  
Meeting Cap.: N/A  
No. of 122  
Website: www.candlewoodsuites.com/chicago.napervl

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

**Courtyard Waukegan**  
800 Lakehurst Road  
Waukegan, IL  60085  
(847) 689-8000  
Rates: Standard $80.00  
Nearest Airport: O'Hare - 25 Miles  
Amtrak: Glenview - 21 Miles  
Restaurant: On Site  
Meeting Cap.: 40  
No. of 149  
Website: www.marriott.com

**Dupage County**  
Tax Rate: 11%  
Westmont

**Extended Stay America Chicago - Westmont**  
855 Pasquinelli Drive  
Westmont, IL  60559  
(630) 323-9292  
Rates: Standard $79.99  
Nearest Airport: O'Hare - 17 Miles  
Amtrak: Westmont - 3 Miles  
Restaurant: Nearby  
Meeting Cap.: 25  
No. of 140  
Website: www.extendedstayamerica.com

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

**La Quinta Inn Chicago/Willowbrook**  
855 79th Street  
Willowbrook, IL  60527  
(630) 654-0077  
Rates: Standard $80.00  
Nearest Airport: O'Hare - 16 Miles  
Amtrak: LaGrange - 6 Miles  
Restaurant: Nearby  
Meeting Cap.: 10  
No. of 130  
Website: www.lq.com
### Red Roof Inn
- Address: 7535 Kingery Highway, Route 83, Willowbrook, IL 60527
- Phone: (630) 323-8811, (630) 323-2714 (FAX)
- Rates: Standard $59.99
- Nearest Airport: Midway - 11 Miles
- Restaurant: Nearby
- Meeting Cap.: N/A
- No. of: 117
- Website: www.redroof.com

### DuPage County
- Tax Rate: 11%

### Marriott Courtyard Wood Dale
- Address: 900 Wood Dale Avenue, Wood Dale, IL 60191
- Phone: (630) 766-7775, (630) 766-7552 (FAX)
- Rates: Standard $80.00
- Nearest Airport: O'Hare - 8 Miles
- Restaurant: On Site
- Meeting Cap.: 40
- No. of: 149
- Website: www.marriott.com/chiwd

### Lake County
- Tax Rate: 11%

### Country Inn & Suites by Carlson
- Address: 1100 33rd Street, Zion, IL 60099
- Phone: (847) 746-0101, (847) 746-002 (FAX)
- Rates: Standard $80.00
- Nearest Airport: O'Hare - 38 Miles
- Restaurant: Nearby
- Meeting Cap.: N/A
- No. of: 66
- Website: www.countryinns.com/zionil

### CHICAGO MIDWAY AIRPORT
- Tax Rate: 17.5%

### Courtyard Chicago Midway
- Address: 6610 South Cicero Avenue, Bedford Park, IL 60638
- Phone: (708) 563-0200, (708) 728-2841 (FAX)
- Rates: Standard $132.00
- Nearest Airport: Midway - .05 Miles
- Restaurant: On Site
- Meeting Cap.: 20
- No. of: 175
- Website: www.midwayhotelcenter.com

### Extended Stay America Chicago Midway
- Address: 7524 State Road, Bedford Park, IL 60638
- Phone: (708) 496-8211, (708) 496-8212 (FAX)
- Rates: Standard $99.99
- Nearest Airport: Midway - 2 Miles
- Restaurant: Nearby
- Meeting Cap.: N/A
- No. of: 135
- Website: www.extendedstayamerica.com
<table>
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<tr>
<th>Hotel Name</th>
<th>Rates:</th>
<th>Address</th>
<th>Phone Number</th>
<th>Fax Number</th>
<th>Nearest Airport</th>
<th>Amtrak:</th>
<th>Restaurant:</th>
<th>Meeting Cap.:</th>
<th>No. of Rooms</th>
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<tr>
<td>Fairfield Inn Midway</td>
<td>Standard</td>
<td>6630 South Cicero Avenue, Bedford Park, IL 60638</td>
<td>(708) 594-0030</td>
<td>(800) 229-5933</td>
<td>Midway - .50 Miles</td>
<td>Summit - 2.5 Miles</td>
<td>Nearby</td>
<td>N/A</td>
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<td></td>
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<td>compliments.com</td>
<td>(708) 728-2842</td>
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<td>Hampton Inn Chicago Midway</td>
<td>Standard</td>
<td>6540 South Cicero Avenue, Bedford Park, IL 60638</td>
<td>(708) 496-1900</td>
<td>(800) HAMPTON</td>
<td>Midway - .5 Miles</td>
<td>Summit - 2 Miles</td>
<td>Adjacent</td>
<td>N/A</td>
<td>170</td>
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<td>(708) 496-1997</td>
<td>(800) HAMPTON</td>
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<td>Hilton Garden Inn Chicago Midway</td>
<td>Standard</td>
<td>6530 South Cicero Avenue, Bedford Park, IL 60638</td>
<td>(708) 496-2700</td>
<td>(800) HILTONS</td>
<td>Midway - .5 Miles</td>
<td>Summit - 2 Miles</td>
<td>On Site</td>
<td>80</td>
<td>174</td>
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<td>compliments.com</td>
<td>(708) 496-8820</td>
<td>(800) HILTONS</td>
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<td>Holiday Inn Chicago Midway</td>
<td>Standard</td>
<td>6624 South Cicero Avenue, Bedford Park, IL 60638</td>
<td>(708) 563-6490</td>
<td>(866) 781-2404</td>
<td>Midway - 1 Mile</td>
<td>Summit - 2 Miles</td>
<td>On Site</td>
<td>150/100</td>
<td>146</td>
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<td></td>
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<td>compliments.com</td>
<td>(708) 563-6491</td>
<td>(866) 781-2404</td>
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<tr>
<td>Holiday Inn Express &amp; Suites</td>
<td>Standard</td>
<td>6500 South Cicero Avenue, Bedford Park, IL 60638</td>
<td>(708) 458-0202</td>
<td>(888) 643-4667</td>
<td>Midway - .5 Miles</td>
<td>Summit - 2 Miles</td>
<td>Adjacent</td>
<td>N/A</td>
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<td></td>
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<td>compliments.com</td>
<td>(708) 458-0994</td>
<td>(888) 643-4667</td>
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<tr>
<td>Hyatt Place Chicago/Midway Airport</td>
<td>Standard</td>
<td>6550 South Cicero, Bedford Park, IL 60638</td>
<td>(708) 594-1400</td>
<td>(888) 591-1234</td>
<td>Midway - .5 Mile</td>
<td>Summit - 2 Miles</td>
<td>On Site</td>
<td>136/75</td>
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<td>compliments.com</td>
<td>(708) 594-1401</td>
<td>(888) 591-1234</td>
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<tr>
<td>Hotel Name</td>
<td>Address</td>
<td>Phone</td>
<td>Fax</td>
<td>Nearest Airport</td>
<td>Restaurant</td>
<td>Meeting Cap.</td>
<td>Fitness</td>
<td>Pool</td>
<td>Website</td>
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<tr>
<td>Marriott Chicago Midway</td>
<td>6520 South Cicero Avenue</td>
<td>(708) 594-5500</td>
<td>(800) 956-2606</td>
<td>Midway - .5 Miles</td>
<td>Summit - 2 Miles</td>
<td>On Site</td>
<td>Yes</td>
<td>Indoor</td>
<td><a href="http://www.midwayhotelcenter.com">www.midwayhotelcenter.com</a></td>
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<tr>
<td>Residence Inn Chicago Midway</td>
<td>6638 South Cicero Avenue</td>
<td>(708) 458-7790</td>
<td>(866) 905-5416</td>
<td>Midway -1 Mile</td>
<td>Summit - 2 Miles</td>
<td>Nearby</td>
<td>Yes</td>
<td>Indoor</td>
<td><a href="http://www.marriott.com/chirm">www.marriott.com/chirm</a></td>
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<tr>
<td>Sleep Inn</td>
<td>6650 South Cicero Avenue</td>
<td>(708) 594-0001</td>
<td>(888) 643-4667</td>
<td>Midway - 1 Mile</td>
<td>Summit - 2 Miles</td>
<td>Adjacent</td>
<td>Yes</td>
<td>None</td>
<td><a href="http://www.midwayhotelcenter.com">www.midwayhotelcenter.com</a></td>
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<tr>
<td>CHICAGO O'HARE INTERNATIONAL AIRPORT</td>
<td>Tax Rate: 11%</td>
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<tr>
<td>Country Inn &amp; Suites by Carlson Chicago O'Hare</td>
<td>777 East Grand Avenue</td>
<td>(630) 279-0100</td>
<td>(800) 830-5222</td>
<td>O'Hare - 6 Miles</td>
<td>Glenview - 11 Miles</td>
<td>Nearby</td>
<td>Yes</td>
<td>Indoor</td>
<td><a href="http://www.countryinns.com">www.countryinns.com</a></td>
</tr>
<tr>
<td>Holiday Inn Chicago O'Hare</td>
<td>5615 North Cumberland Avenue</td>
<td>(773) 693-5800</td>
<td>(773) 693-0881</td>
<td>O'Hare - 1 Mile</td>
<td>Glenview - 12 Miles</td>
<td>On Site</td>
<td>Yes</td>
<td>Outdoor</td>
<td><a href="http://www.hiohare.com">www.hiohare.com</a></td>
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</table>
**Comfort Inn O'Hare**

2175 East Touhy Avenue  
Des Plaines, IL 60018  
Nearest Airport: O'Hare - 4 Miles  
Courtesy: Airport  
Fitness: Yes  
Website: [www.oahare-comfortinn.com](http://www.oahare-comfortinn.com)  
Rates: Standard $119.00  
(847) 635-1300  
(800) 4CHOICE  
(847) 635-7572 (FAX)  
Amtrak: Glenview - 6 Miles  
Breakfast: Full  
Pool: None  
Internet: Complimentary  
Restaurant: On Site  
Meeting Cap.: 100/60  
No. of Rooms: 146

**Extended Stay America - O'Hare**

1201 East Touhy Avenue  
Des Plaines, IL 60018  
Nearest Airport: O'Hare - 5 Miles  
Fitness: No  
Website: [www.extendedstayamerica.com](http://www.extendedstayamerica.com)  
Rates: Standard $89.99  
(847) 294-9693  
(800) EXTSTAY  
(847) 294-9684 (FAX)  
Amtrak: Glenview - 6 Miles  
Breakfast: Continental  
Pool: None  
Internet: Complimentary  
Restaurant: Nearby  
Meeting Cap.: N/A  
No. of Rooms: 122

**Extended Stay America Chicago - O'Hare**

1207 East Touhy Avenue  
Des Plaines, IL 60018  
Nearest Airport: O'Hare - 4 Miles  
Fitness: Yes  
Website: [www.extendedstayamerica.com](http://www.extendedstayamerica.com)  
Rates: Standard $89.99  
(847) 768-0395  
(800) EXTSTAY  
(847) 768-0335 (FAX)  
Amtrak: Glenview - 6 Miles  
Breakfast: Continental  
Pool: None  
Internet: Complimentary  
Restaurant: Nearby  
Meeting Cap.: N/A  
No. of Rooms: 88

**Radisson Hotel Chicago O'Hare**

1450 East Touhy Avenue  
Des Plaines, IL 60018  
Nearest Airport: O'Hare  
Fitness: Yes  
Website: [www.radisson.com/desplainesil](http://www.radisson.com/desplainesil)  
Rates: Standard $110.00  
(847) 296-8866  
(800) 333-3333  
(847) 296-8268 (FAX)  
Amtrak: Glenview - 6 Miles  
Breakfast: Full  
Pool: Outdoor  
Internet: Complimentary  
Restaurant: On Site  
Meeting Cap.: 150/90  
No. of Rooms: 245

**Holiday Inn Express & Suites North Shore - Niles**

7247 North Waukegan Road  
Niles, IL 60714  
Nearest Airport: O'Hare - 8 Miles  
Fitness: Yes  
Website: [www.hiniles.com](http://www.hiniles.com)  
Rates: Standard $80.00  
(847) 588-1900  
(888) HOLIDAY  
(847) 588-1900 (FAX)  
Amtrak: Glenview - 2 Miles  
Breakfast: Full  
Pool: None  
Internet: Complimentary  
Restaurant: On Site  
Meeting Cap.: 100/50  
No. of Rooms: 100
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<tr>
<th>Hotel Name</th>
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<th>Rosemont</th>
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<tr>
<td><strong>Aloft Chicago O'Hare</strong></td>
<td>Standard $132.00</td>
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<tr>
<td>9700 Balmoral Avenue</td>
<td>(847) 671-4444</td>
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<tr>
<td>Rosemont, IL 60018</td>
<td>(877) GOALOFT</td>
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<tr>
<td>Nearest Airport: O'Hare - 1.5 Miles</td>
<td>(847) 671-2061</td>
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<td>Courtesy: 2 Mile Radius</td>
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<tr>
<td>Fitness: Yes</td>
<td>Amtrak: Glenview - 6 Miles</td>
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<tr>
<td>Website: <a href="http://www.alofthotels.com">www.alofthotels.com</a></td>
<td>Breakfast: None</td>
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<td></td>
<td>Pool: Indoor</td>
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<tr>
<td><strong>Chicago Marriott Suites O'Hare</strong></td>
<td>Standard $132.00</td>
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<tr>
<td>6155 North River Road</td>
<td>(847) 696-4400</td>
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<tr>
<td>Rosemont, IL 60018</td>
<td>(800) 228-9290</td>
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<tr>
<td>Nearest Airport: O'Hare - 2 Miles</td>
<td>(847) 696-2122</td>
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<td>Courtesy: O'Hare</td>
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<tr>
<td>Fitness: Yes</td>
<td>Amtrak: Glenview - 6 Miles</td>
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<tr>
<td>Website: <a href="http://www.marriott.com/chist">www.marriott.com/chist</a></td>
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<td></td>
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<td></td>
<td>Internet: 12.95/Day</td>
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<tr>
<td><strong>Embassy Suites</strong></td>
<td>Standard $132.00</td>
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<tr>
<td>5500 North River Road</td>
<td>(847) 678-4000</td>
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<tr>
<td>Rosemont, IL 60018</td>
<td>(800) EMBASSY</td>
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<tr>
<td>Nearest Airport: O'Hare - 2 miles</td>
<td>(847) 928-7659</td>
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<td>Fitness: Yes</td>
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<td>Website: <a href="http://www.embassyohare.com">www.embassyohare.com</a></td>
<td>Breakfast: Full</td>
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<td>Pool: Indoor</td>
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<td></td>
<td>Internet: $12.95/Day</td>
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<tr>
<td><strong>Holiday Inn &amp; Suites O'Hare</strong></td>
<td>Standard $132.00</td>
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<tr>
<td>10233 West Higgins Road</td>
<td>(847) 954-8600</td>
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<tr>
<td>Rosemont, IL 60018</td>
<td>(888) 551-3843</td>
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<td>Nearest Airport: O'Hare - 1 Mile</td>
<td>(847) 954-8628</td>
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<td>Amtrak: Glenview - 6 Miles</td>
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<td><strong>Holiday Inn Express &amp; Suites O'Hare</strong></td>
<td>Standard $132.00</td>
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<tr>
<td>6600 Mannheim Road</td>
<td>(847) 544-7500</td>
<td></td>
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<tr>
<td>Rosemont, IL 60018</td>
<td>(877) 408-9681</td>
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<tr>
<td>Nearest Airport: O'Hare - 1 Mile</td>
<td>(847) 544-7544</td>
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<td>Amtrak: Glenview - 6 Miles</td>
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<tr>
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<td>Breakfast: Full</td>
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<td></td>
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<td><strong>Hyatt Regency O'Hare</strong></td>
<td>Standard $132.00</td>
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<tr>
<td>9300 West Bryn Mawr Avenue</td>
<td>(847) 696-1234</td>
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<td>Rosemont, IL 60018</td>
<td>(800) 233-1234</td>
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<td>Nearest Airport: O'Hare - 2 Miles</td>
<td>(847) 698-0139</td>
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<td>Amtrak: Glenview - 6 Miles</td>
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<td>Website: <a href="http://www.hyatt.com">www.hyatt.com</a></td>
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<td>Pool: None</td>
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<td></td>
<td>Internet: $9.95/Day</td>
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Lowes Chicago O'Hare
5300 North River Road
Rosemont, IL  60018
Nearest Airport:  O'Hare - 1.5 Miles
Courtesy  O'Hare/Trains
Fitness:  Yes
Website:  www.loewshotels.com
Rates:  Standard  $132.00
(847) 544-5300
(800) 235-6397
Amtrak:  Glenview - 6 Miles
Breakfast:  None
Pool:  None
Internet:  Complimentary
Restaurant:  On Site
Meeting Cap.:  800
No. of  556

Residence Inn by Marriott
7101 North Chestnut Street
Rosemont, IL  60018
Nearest Airport:  O'Hare - 2.5 Miles
Fitness:  Yes
Website:  www.marriott.com/chirt
Rates:  Standard  $132.00
(847) 375-9000
(847) 375-9010  (FAX)
Amtrak:  Glenview - 6 Miles
Breakfast:  Full
Pool:  Outdoor
Internet:  Complimentary
Restaurant:  Adjacent
Meeting Cap.:  50/36
No. of  192

Cook County
Tax Rate:  11.5%

Four Points Sheraton Chicago O'Hare
10249 West Irving Park Road
Schiller Park, IL  60176
Nearest Airport:  O'Hare - 2 Miles
Fitness:  Yes
Website:  www.fourpointsohare.com
Rates:  Standard  $132.00
(847) 671-6000
(800) 323-1239
(847) 671-7552  (FAX)
Amtrak:  Glenview - 9 Miles
Breakfast:  None
Pool:  Indoor
Internet:  Complimentary
Restaurant:  On Site
Meeting Cap.:  500/250
No. of  294

Hampton Inn Chicago O'Hare
3939 North Manneheim
Schiller Park, IL  60176
Nearest Airport:  O'Hare - 2 Miles
Fitness:  Yes
Website:  www.hamptoninnohare.com
Rates:  Standard  $130.00
(847) 671-1700
(800) HAMPTON
(847) 671-5909  (FAX)
Amtrak:  Glenview - 9 Miles
Breakfast:  Buffet
Pool:  Indoor
Internet:  Complimentary
Restaurant:  Nearby
Meeting Cap.:  30
No. of  148

Cook County
Tax Rate:  14.5%

Ramada Plaza Chicago North Shore
1090 South Milwaukee Avenue
Wheeling, IL  60090
Nearest Airport:  O'Hare - 10 Miles
Fitness:  Yes
Website:  www.ramadaplazachicago.com
Rates:  Standard  $80.00
(847) 215-9900
(847) 674-7518  (FAX)
Amtrak:  Glenview - 7 Miles
Breakfast:  None
Pool:  N/A
Internet:  Complimentary
Restaurant:  On Site
Meeting Cap.:  150/100
No. of  139
## Madison County

### Atrium Hotel & Conference Center
- **Tax Rate:** 13%
- **Rates:** Standard $70.00
- **Address:** 3800 Homer Adams Parkway, Alton, IL 62002
- **Nearest Airport:** St. Louis - 30 Miles
- **Amtrak:** Alton - .25 Mile
- **Breakfast:** Buffet
- **Pool:** Indoor
- **Website:** [www.atriumhotel.net](http://www.atriumhotel.net)

### Comfort Inn
- **Tax Rate:** 12%
- **Rates:** Standard $70.00
- **Address:** 11 Crossroads Court, Alton, IL 62002
- **Nearest Airport:** St. Louis - 30 Miles
- **Amtrak:** Alton - 0.5 Miles
- **Breakfast:** Full
- **Fitness:** Yes
- **Website:** [www.comfortinn.com](http://www.comfortinn.com)

## McLean County

### Baymont Inn & Suites
- **Tax Rate:** 12%
- **Rates:** Standard $64.00
- **Address:** 604 1/2 I.A.A. Drive, Bloomington, IL 61701
- **Nearest Airport:** Bloomington - 7 Miles
- **Amtrak:** Normal - 4 Miles
- **Breakfast:** Full
- **Pool:** Outdoor
- **Website:** [www.baymontinns.com](http://www.baymontinns.com)

### Bloomington Courtyard
- **Tax Rate:** 12%
- **Rates:** Standard $70.00
- **Address:** 310A Greenbriar Drive, Normal, IL 61761
- **Nearest Airport:** Bloomington - 5 Miles
- **Amtrak:** Normal - 3 Miles
- **Breakfast:** None
- **Pool:** Indoor
- **Website:** [www.tmihospitality.com](http://www.tmihospitality.com)

### Country Inn & Suites Bloomington Normal - Airport
- **Tax Rate:** 12%
- **Rates:** Standard $70.00
- **Address:** 2403 East Empire Street, Bloomington, IL 61704
- **Nearest Airport:** Bloomington - 0.50 Miles
- **Amtrak:** Normal - 5 Miles
- **Breakfast:** Full
- **Pool:** Indoor
- **Website:** [www.countryinns.com/bloomingtonil_normal](http://www.countryinns.com/bloomingtonil_normal)
<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Rates</th>
<th>Phone Numbers</th>
<th>Fax Numbers</th>
<th>Nearest Airport</th>
<th>Amtrak Distance</th>
<th>Restaurant</th>
<th>Meeting Capacity</th>
<th>Fitness</th>
<th>Pool</th>
<th>No. of Rooms</th>
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<tbody>
<tr>
<td>Country Inn &amp; Suites Bloomington Normal - West</td>
<td>923 Maple Hill Road, Bloomington, IL 61701</td>
<td>Standard $70.00</td>
<td>(309) 828-7177 (800) 830-5222 (309) 828-4601</td>
<td>(FAX)</td>
<td>Bloomington - 8 Miles</td>
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<td>Indoor</td>
<td>63</td>
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<tr>
<td>Doubletree Hotel &amp; Conference Center</td>
<td>10 Brickyard Drive, Bloomington, IL 61701</td>
<td>Standard $70.00</td>
<td>(309) 664-6446 (800) 222TREE (309) 664-6135</td>
<td>(FAX)</td>
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<td>Normal - 8 Miles</td>
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<td>Indoor</td>
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<tr>
<td>Eastland Suites</td>
<td>1801 Eastland Drive, Bloomington, IL 61701</td>
<td>Standard $70.00</td>
<td>(309) 662-0000</td>
<td>(309) 663-6668</td>
<td>(FAX)</td>
<td>Bloomington - 2 Miles</td>
<td>Normal - 5 Miles</td>
<td>Full</td>
<td>Indoor</td>
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<tr>
<td>Extended Stay America Bloomington - Normal</td>
<td>1805 South Veterans Parkway, Bloomington, IL 61701</td>
<td>Standard $67.00</td>
<td>(309) 662-8533 (800) EXTSTAY (309) 662-4324</td>
<td>(FAX)</td>
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<td>Normal - 6 Miles</td>
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<tr>
<td>Hawthorn Suites</td>
<td>1 Lyon Court, Bloomington, IL 61701</td>
<td>Standard $70.00</td>
<td>(309) 829-8111</td>
<td>(309) 829-1811</td>
<td>(FAX)</td>
<td>Bloomington - 5 Miles</td>
<td>Normal - 5 Miles</td>
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<tr>
<td>Holiday Inn Express &amp; Suites</td>
<td>1715 Parkway Plaza Drive, Normal, IL 61761</td>
<td>Standard $70.00</td>
<td>(309) 862-1600 (800) HOLIDAY (309) 862-1600</td>
<td>(FAX)</td>
<td>Bloomington - 3 Miles</td>
<td>Normal - 2 Miles</td>
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</table>
## Holiday Inn Express Bloomington West

- **Address:** 1031 Wylie Drive, Bloomington, IL 61705
- **Phone:** (309) 820-9990
- **Fax:** (309) 820-1926
- **Rates:** Standard $70.00
- **Nearest Airport:** Bloomington - 15 Miles
- **Conference Info:**
  - **Breakfast:** Full
  - **Meeting Cap.:** 35/30
  - **Fitness:** Yes
  - **Internet:** Complimentary
  - **Pool:** Indoor
- **Website:** www.hiexpress.com/bloomington-w

## Motel 6

- **Address:** 202 Landmark Drive, Normal, IL 61761
- **Phone:** (309) 454-6600
- **Fax:** (309) 454-7612
- **Rates:** Standard $49.00
- **Nearest Airport:** Bloomington - 3 Miles
- **Conference Info:**
  - **Breakfast:** None
  - **Meeting Cap.:** 80/50
  - **Fitness:** Yes
  - **Internet:** Complimentary
  - **Pool:** Outdoor
- **Website:** www.motel6.com

## Parke Regency Hotel & Conference Center

- **Address:** 1413 Leslie Drive, Bloomington, IL 61704
- **Phone:** (309) 662-4300
- **Fax:** (309) 662-4331
- **Rates:** Standard $70.00
- **Nearest Airport:** Bloomington - 2 Miles
- **Conference Info:**
  - **Breakfast:** Full
  - **Meeting Cap.:** 650
  - **Fitness:** No
  - **Internet:** Complimentary
  - **Pool:** Indoor
- **Website:** www.parkregency.com

## Quality Inn

- **Address:** 1707 West Market, Bloomington, IL 61701
- **Phone:** (309) 829-6292
- **Fax:** (309) 829-6292
- **Rates:** Standard $65.00
- **Nearest Airport:** Bloomington - 6 Miles
- **Conference Info:**
  - **Breakfast:** Full
  - **Meeting Cap.:** N/A
  - **Fitness:** No
  - **Internet:** Complimentary
  - **Pool:** Indoor
- **Website:** www.bloomingtonnormaldaysinn.com

## Super 8 Motel

- **Address:** 2 Traders Circle, Normal, IL 61761
- **Phone:** (309) 454-5858
- **Fax:** (309) 454-1172
- **Rates:** Standard $49.00
- **Nearest Airport:** Bloomington - 7 Miles
- **Conference Info:**
  - **Breakfast:** Continental
  - **Meeting Cap.:** N/A
  - **Fitness:** No
  - **Internet:** Complimentary
  - **Pool:** None
- **Website:** www.super8.com

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### Kankakee County

#### Tax Rate: 10%

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### Hampton Inn

- **Address:** 60 Ken Hayes Drive, Bourbonnais, IL 60914
- **Phone:** (815) 932-8369
- **Fax:** (815) 933-5840
- **Rates:** Standard $70.00
- **Nearest Airport:** N/A
- **Conference Info:**
  - **Breakfast:** Continental
  - **Meeting Cap.:** 25
  - **Fitness:** Yes
  - **Internet:** Complimentary
  - **Pool:** Indoor
- **Website:** www.hamptoninn.com
Jackson County  
Tax Rate: 15%  
Carbondale

**Holiday Inn & Conference Center**  
2300 Reed Station Parkway  
Carbondale, IL  62901  
Rates: Standard $60.00  
(618) 549-2600  
(800) HOLIDAY  
(618) 549-6151  
Website: www.holidayinn.com  
Nearest Airport: Marion - 12 Miles  
Amtrak: Carbondale - 4 Miles  
Breakfast: None  
Meeting Cap.: 200  
No. of 100  
Fitness: Yes  
Pool: Indoor  
Internet: Complimentary  
Restaurant: On Site

Montgomery County  
Tax Rate: 6.25%  
Carlinville

**Magnuson Grand Hotel & Conference Center**  
I-55 & Route 108  
Carlinville, IL  62626  
Rates: Standard $60.00  
(217) 324-2100  
(800) 322-7546  
(217) 324-6852  
Website: www.magnusongrandhotel.com  
Nearest Airport: Springfield - 45 Miles  
Amtrak: Carlinville - 12 Miles  
Breakfast: Full  
Meeting Cap.: 250/125  
No. of 97  
Fitness: Yes  
Pool: Indoor  
Internet: Complimentary  
Restaurant: On Site

Clinton County  
Tax Rate: 11.25%  
Carlyle

**Mariner’s Village Resort**  
#1 Resort Drive  
Carlyle, IL  62231  
Rates: Standard $59.99  
(618) 594-7666  
(618) 594-7676  
Website: www.carlylecabins.com  
Nearest Airport: St. Louis - 50 Miles  
Amtrak: Centralia - 20 Miles  
Breakfast: Continental  
Meeting Cap.: 400  
No. of 63  
Fitness: No  
Pool: Outdoor  
Internet: Complimentary  
Restaurant: On Site

Champaign County  
Tax Rate: 11%  
Champaign/Urbana

**Baymont Inn & Suites**  
302 West Anthony Drive  
Champaign, IL  61822  
Rates: Standard $69.00  
(217) 356-8900  
(877) BAYMONT  
(217) 356-9253  
Website: www.baymontchampaign.com  
Nearest Airport: Champaign - 8 Miles  
Amtrak: Champaign - 4 Miles  
Breakfast: Full  
Meeting Cap.: 24  
No. of 95  
Fitness: Yes  
Pool: None  
Internet: Complimentary  
Restaurant: Nearby

**Comfort Suites**  
2001 North Lincoln Avenue  
Urbana, IL  61801  
Rates: Standard $70.00  
(217) 328-3500  
(800) 4-CHOICE  
(217) 328-3700  
Website: www.choicehotels.com  
Nearest Airport: Champaign - 5 Miles  
Amtrak: Champaign - 3 Miles  
Breakfast: Full  
Meeting Cap.: 50  
No. of 86  
Fitness: Yes  
Pool: Indoor  
Internet: Complimentary  
Restaurant: Nearby
Country Inn & Suites by Carlson
602 West Marketview Drive
Champaign, IL 61822
(217) 355-6666
(800) 456-4000
(217) 355-7314 (FAX)
Nearest Airport: Champaign - 10 Miles
Courtyard Breakfast: Full
Fitness: Yes
Website: www.countryinns.com
Rates: Standard $70.00
Meeting Cap.: N/A
No. of 83

Courtyard Champaign
1811 Moreland Boulevard
Champaign, IL 61820
(217) 355-0411
(800) 321-2211
(217) 355-0411 (FAX)
Nearest Airport: Champaign - 8 Miles
Fitness: Yes
Website: www.tmihospitality.com
Rates: Standard $70.00
Meeting Cap.: 32
No. of 78

Drury Inn & Suites
905 West Anthony
Champaign, IL 61821
(217) 378-7946
(800) DRURYINN
(217) 398-0030 (FAX)
Nearest Airport: Willard - 8 Miles
Fitness: Yes
Website: www.druryhotels.com
Rates: Standard $70.00
Meeting Cap.: 50/30
No. of 131

Eastland Suites & Conference Center
1907 North Cunningham Avenue
Urbana, IL 61802
(217) 367-8331
(800) 253-8331
(217) 384-3370 (FAX)
Nearest Airport: Champaign - 10 Miles
Fitness: Yes
Website: www.eastlandsuitesurbana.com
Rates: Standard $70.00
Meeting Cap.: 175/150
No. of 126

Extended Stay America Champaign - Urbana
610 West Marketview Drive
Champaign, IL 61822
(217) 351-8899
(800) EXTSTAY
(217) 351-8811 (FAX)
Nearest Airport: Champaign - 10 Miles
Fitness: No
Website: www.extendedstayamerica.com
Rates: Standard $69.99
Meeting Cap.: N/A
No. of 89

Fairfield Inn
1807 Moreland Boulevard
Champaign, IL 61820
(217) 355-0604
(800) 228-2800
(217) 355-0604 (FAX)
Nearest Airport: Champaign - 8 Miles
Fitness: Yes
Website: www.tmihospitality.com
Rates: Standard $70.00
Meeting Cap.: N/A
No. of 60
Red Roof Inn
212 West Anthony Drive
Champaign, IL 61820
Nearest Airport: Champaign - 13 Miles
(217) 352-0101
(800) REDROOF
(217) 352-1891 (FAX)
Rates: Standard $49.99
Restaurant: Nearby
Amtrak: Champaign - 5 Miles
Fitness: No
Breakfast: None
Website: www.redroof.com
Meeting Cap.: N/A
Pool: None
Internet: Complimentary
No. of 109

Wyndham Garden Urbana-Champaign
1001 Killarney Street
Urbana, IL 61801
Nearest Airport: Champaign - 11 Miles
(217) 328-7900
(877) 999-3223
(217) 328-7941 (FAX)
Rates: Standard $70.00
Restaurant: On Site
Amtrak: Champaign - 4 Miles
Fitness: Yes
Breakfast: Full
Website: www.wyndhamurbana.com
Meeting Cap.: 900/500
Pool: Indoor
Internet: Complimentary
No. of 198

Coles County
Tax Rate: 11%

Unique Suites Hotel
920 West Lincoln Avenue
Charleston, IL 61920
Nearest Airport: N/A
(217) 348-8161
(217) 348-8165 (FAX)
Rates: Standard $60.00
Restaurant: On Site
Amtrak: Mattoon - 10 Miles
Fitness: Yes
Breakfast: Full
Website: www.uniquesuiteshotel.com
Meeting Cap.: 300
Pool: Outdoor
Internet: Complimentary
No. of 77

Randolph County
Tax Rate: 11%

Best Western Chester Hotel
2150 State Street
Chester, IL 62233
Nearest Airport: N/A
(618) 826-3034
(877) 826-4701
(618) 826-3045 (FAX)
Rates: Standard $60.00
Restaurant: Nearby
Amtrak: N/A
Fitness: Yes
Breakfast: Full
Website: www.bwchesterinn.com
Meeting Cap.: N/A
Pool: Outdoor
Internet: Complimentary
No. of 46

Madison County
Tax Rate: 14%

DoubleTree by Hilton Collinsville
1000 Eastport Plaza Drive
Collinsville, IL 62234
Nearest Airport: St. Louis - 30 Miles
(618) 345-2800
(866) 235-4657
(618) 345-9804 (FAX)
Rates: Standard $70.00
Restaurant: On Site
Amtrak: Alton - 22 Miles
Fitness: Yes
Breakfast: None
Website: www.doubletreecollinsville.com
Meeting Cap.: 500/250
Pool: Indoor
Internet: Complimentary
No. of 233
Drury Inn Collinsville
602 North Bluff Road
Collinsville, IL  62234
Nearest Airport:  St. Louis - 25 Miles
Rates:  Standard  $70.00
(618) 345-7700  
(800) 378-7946  
(618) 345-7700 (FAX)
Pool:  Indoor
Fitness:  Yes
Website:  www.druryhotels.com

Fairfield Inn
4 Gateway Drive
Collinsville, IL  62234
Nearest Airport:  St. Louis - 20 Miles
Rates:  Standard  $70.00
(618) 346-0607
(800) 228-2800
(618) 346-0607 (FAX)
Pool:  Indoor
Fitness:  No
Website:  www.marriott.com/stlcl

Monroe County
Tax Rate:  11%

Hampton Inn
165 Admiral Trost Drive
Columbia, IL  62236
Nearest Airport:  St. Louis - 15 Miles
Rates:  Standard  $60.00
(618) 281-9000  
(800) HAMPTON
(618) 281-8900 (FAX)
Meeting Cap.:  40/24
Fitness:  Yes
Website:  www.stlouiscolumbia.hamptoninn.com

Vermilion County
Tax Rate:  12%

Super 8
377 Lynch Road
Danville, IL  61834
Nearest Airport:  N/A
Rates:  Standard  $59.99
(217) 443-4499  
(800) 800-8000
(217) 443-4499 (FAX)
Meeting Cap.:  N/A
Website:  www.super8.com

Macon County
Tax Rate:  12%

Baymont Inn Decatur
5100 Hickory Point Frontage Road
Decatur, IL  62526
Nearest Airport:  Decatur - 10 Miles
Rates:  Standard  $59.00
(217) 875-5800  
(877) 229-6688
(217) 875-7537 (FAX)
Meeting Cap.:  40/24
Fitness:  Yes
Website:  www.baymontinns.com
<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Rates</th>
<th>Nearest Airport 1</th>
<th>Nearest Airport 2</th>
<th>Amtrak</th>
<th>Airport</th>
<th>Breakfast</th>
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<tbody>
<tr>
<td>Decatur Conference Center &amp; Hotel</td>
<td>Standard $70.00</td>
<td>Decatur - 9 Miles</td>
<td>Springfield - 35 Miles</td>
<td>None</td>
<td>Indoor</td>
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<td>Quality Inn</td>
<td>Standard $69.00</td>
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<td>Indoor</td>
<td>Full</td>
<td>N/A</td>
<td>Complimentary</td>
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<tr>
<td>Welcome Hotel &amp; Suites</td>
<td>Standard $70.00</td>
<td>Decatur - 8 Miles</td>
<td>Springfield - 35 Miles</td>
<td>Full</td>
<td>Indoor</td>
<td>Full</td>
<td>35/25</td>
<td>Complimentary</td>
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<tr>
<td>Comfort Inn</td>
<td>Standard $60.00</td>
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<td>Rochelle - 20 Miles</td>
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<td>Indoor</td>
<td>Full</td>
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<td>Super 8 Motel - Dwight</td>
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<td>Dwight - 1 Mile</td>
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Lee County

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<td>Dixon</td>
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Grundy County

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<td>Dwight</td>
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<td>None</td>
<td>N/A</td>
<td>Complimentary</td>
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Website links:
- [www.hoteldecatur.com](http://www.hoteldecatur.com)
- [www.choicehotels.com](http://www.choicehotels.com)
- [www.cidixon.com](http://www.cidixon.com)
- [www.super8.com](http://www.super8.com)
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<thead>
<tr>
<th>Location</th>
<th>Tax Rate</th>
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<td>Casino Queen Hotel</td>
<td>16%</td>
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<td>East St. Louis</td>
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<tr>
<td>Effingham County</td>
<td>11%</td>
<td>$60.00</td>
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<td>Country Inn &amp; Suites</td>
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<thead>
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<th>Rates</th>
<th>Restaurant</th>
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<tbody>
<tr>
<td>St. Clair County</td>
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<td>$70.00</td>
<td>Adjacent</td>
<td>N/A</td>
<td>138</td>
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<td>Fairview Heights</td>
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<table>
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<tr>
<th>Location</th>
<th>Tax Rate</th>
<th>Rates</th>
<th>Restaurant</th>
<th>Meeting Cap.:</th>
<th>No. of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fairview Heights</td>
<td></td>
<td>$70.00</td>
<td>Nearby</td>
<td>N/A</td>
<td>63</td>
</tr>
<tr>
<td>Fairfield Inn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location</th>
<th>Tax Rate</th>
<th>Rates</th>
<th>Restaurant</th>
<th>Meeting Cap.:</th>
<th>No. of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fairview Heights</td>
<td></td>
<td>$70.00</td>
<td>Nearby</td>
<td>N/A</td>
<td>62</td>
</tr>
<tr>
<td>Hampton Inn</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
### Four Points by Sheraton Fairview Heights

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone</th>
<th>Rates:</th>
<th>Nearest Airport</th>
<th>Courtesy</th>
<th>Fitness</th>
<th>Pool</th>
<th>Website</th>
<th>Internet</th>
<th>Restaurant</th>
<th>Meeting Cap.</th>
<th>No. of</th>
</tr>
</thead>
<tbody>
<tr>
<td>319 Fountain Parkway</td>
<td>(618) 622-9500</td>
<td><strong>Standard</strong> $70.00</td>
<td>St. Louis - 25 Miles</td>
<td>N/A</td>
<td>Yes</td>
<td>Indoor</td>
<td><a href="http://www.fourpointsfairviewheights.com">www.fourpointsfairviewheights.com</a></td>
<td>Complimentary</td>
<td>On-Site</td>
<td>800/500</td>
<td>119</td>
</tr>
</tbody>
</table>

### Stephenson County

#### Country Inn & Suites by Carlson

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone</th>
<th>Rates:</th>
<th>Nearest Airport</th>
<th>Courtesy</th>
<th>Fitness</th>
<th>Pool</th>
<th>Website</th>
<th>Internet</th>
<th>Restaurant</th>
<th>Meeting Cap.</th>
<th>No. of</th>
</tr>
</thead>
<tbody>
<tr>
<td>1710 South Dirck Drive</td>
<td>(815) 233-3300</td>
<td><strong>Standard</strong> $60.00</td>
<td>O'Hare - 26 Miles</td>
<td>N/A</td>
<td>Yes</td>
<td>Indoor</td>
<td><a href="http://www.countryinn.com/freeportil">www.countryinn.com/freeportil</a></td>
<td>Complimentary</td>
<td>Nearby</td>
<td>25</td>
<td>66</td>
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</table>

### Jo Daviess County

#### Best Western Designer Inn & Suites

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone</th>
<th>Rates:</th>
<th>Nearest Airport</th>
<th>Courtesy</th>
<th>Fitness</th>
<th>Pool</th>
<th>Website</th>
<th>Internet</th>
<th>Restaurant</th>
<th>Meeting Cap.</th>
<th>No. of</th>
</tr>
</thead>
<tbody>
<tr>
<td>9923 US 20 West</td>
<td>(815) 777-2577</td>
<td><strong>Standard</strong> $60.00</td>
<td>N/A</td>
<td>N/A</td>
<td>Yes</td>
<td>Indoor/Outdoor</td>
<td><a href="http://www.bestwesterndesignerinn.com">www.bestwesterndesignerinn.com</a></td>
<td>Complimentary</td>
<td>Nearby</td>
<td>N/A</td>
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### Country Inn & Suites by Carlson

<table>
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<tr>
<th>Address</th>
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<th>Courtesy</th>
<th>Fitness</th>
<th>Pool</th>
<th>Website</th>
<th>Internet</th>
<th>Restaurant</th>
<th>Meeting Cap.</th>
<th>No. of</th>
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</thead>
<tbody>
<tr>
<td>11334 Oldenburg Lane</td>
<td>(815) 777-2400</td>
<td><strong>Standard</strong> $60.00</td>
<td>N/A</td>
<td>N/A</td>
<td>Yes</td>
<td>Indoor</td>
<td><a href="http://www.countryinns.com/galenai">www.countryinns.com/galenai</a></td>
<td>Complimentary</td>
<td>Nearby</td>
<td>50/40</td>
<td>75</td>
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### Knox County

#### Baymont Inn & Suites

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone</th>
<th>Rates:</th>
<th>Nearest Airport</th>
<th>Courtesy</th>
<th>Fitness</th>
<th>Pool</th>
<th>Website</th>
<th>Internet</th>
<th>Restaurant</th>
<th>Meeting Cap.</th>
<th>No. of</th>
</tr>
</thead>
<tbody>
<tr>
<td>2285 Washington Street</td>
<td>(309) 343-7600</td>
<td><strong>Standard</strong> $60.00</td>
<td>Galesburg - 2 Miles</td>
<td>N/A</td>
<td>Yes</td>
<td>Indoor</td>
<td><a href="http://www.baymontinns.com">www.baymontinns.com</a></td>
<td>Complimentary</td>
<td>Nearby</td>
<td>N/A</td>
<td>72</td>
</tr>
</tbody>
</table>
Best Western Prairie Inn
1-74 & East Main Street
Galesburg, IL 61401
Nearest Airport: N/A
Fitness: Yes
Website: www.bestwesternprairieinn.com
Rates:
- Standard $60.00
(309) 343-7151
(866) 343-7151
(309) 343-7168 (FAX)
Breakfast: Full
Pool: Indoor
Internet: Complimentary
Nearest Airport: Galesburg - 2 Miles
Meeting Cap.: 300/160
No. of 113
Restaurant: On Site
Amtrak: Galesburg
Galesburg, IL 61401
(309) 343-7151
(866) 343-7151
(309) 343-7168 (FAX)
Breakfast: Full
Pool: Indoor
Internet: Complimentary
Nearest Airport: Galesburg - 2 Miles
Meeting Cap.: 300/160
No. of 113
Restaurant: On Site
Amtrak: Galesburg
Country Inn & Suites
2284 Promenade Court
Galesburg, IL 61401
Nearest Airport: N/A
Fitness: Yes
Website: www.countryinns.com
Rates:
- Standard $60.00
(309) 344-4444
(800) 456-4000
(309) 344-4445 (FAX)
Breakfast: Galesburg - 3 Miles
Pool: Indoor
Internet: Complimentary
Nearest Airport: N/A
Amtrak: Galesburg - 3 Miles
Meeting Cap.: 12
No. of 61
Restaurant: Nearby
Galesburg, IL 61401
(309) 344-4444
(800) 456-4000
(309) 344-4445 (FAX)
Breakfast: Galesburg - 4 Miles
Pool: Indoor
Internet: Complimentary
Nearest Airport: N/A
Amtrak: Galesburg - 4 Miles
Meeting Cap.: N/A
No. of 54
Restaurant: Nearby
Fairfield Inn & Suites
901 West Carl Sandburg Drive
Galesburg, IL 61401
Nearest Airport: N/A
Fitness: Yes
Website: www.marriott.com/mligb
Rates:
- Standard $60.00
(309) 344-1911
(800) 228-2800
(309) 344-1911 (FAX)
Breakfast: Galesburg - 4 Miles
Pool: Indoor
Internet: Complimentary
Nearest Airport: N/A
Amtrak: Galesburg - 4 Miles
Meeting Cap.: N/A
No. of 54
Restaurant: Nearby
Jacksonville
Baymont Inn & Suites
1914 South Brooke Road
Jacksonville, IL 62650
Nearest Airport: Springfield - 30 Miles
Fitness: Yes
Website: www.marriott.com/mligb
Rates:
- Standard $59.99
(217) 271-1326
(217) 271-1332 (FAX)
Breakfast: Springfield - 30 Miles
Pool: None
Internet: Complimentary
Nearest Airport: Springfield - 30 Miles
Amtrak: Springfield - 30 Miles
Meeting Cap.: 25
No. of 62
Restaurant: Nearby
Comfort Inn
200 Comfort Drive
Jacksonville, IL 62650
Nearest Airport: Springfield - 30 Miles
Fitness: Yes
Website: www.choicehotels.com
Rates:
- Standard $60.00
(217) 245-8372
(217) 245-9502 (FAX)
Breakfast: Continental
Pool: Indoor
Internet: Complimentary
Nearest Airport: Springfield - 30 Miles
Amtrak: Springfield - 30 Miles
Meeting Cap.: 65/48
No. of 70
Restaurant: Nearby
Galesburg, IL 61401
(217) 245-8372
(217) 245-9502 (FAX)
Breakfast: Continental
Pool: Indoor
Internet: Complimentary
Nearest Airport: Springfield - 30 Miles
Amtrak: Springfield - 30 Miles
Meeting Cap.: 65/48
No. of 70
Restaurant: Nearby
Morgan County
Tax Rate: 11%
Jacksonville
Henry County

**AmericInn**

925 Tenney
Kewanee, IL 61443
Nearest Airport: N/A
Courtesy: N/A
Fitness: Yes
Website: www.americinn.com/kewanee

**Tax Rate:** 11%

**Rates:**
- Standard $60.00

Kewanee

**Restaurant:** Nearby
**Meeting Cap.:** N/A
**No. of:** 49

Logan County

**Holiday Inn Express - Lincoln**

130 Olson Avenue
Lincoln, IL 62656
Nearest Airport: Springfield - 30 Miles
Courtesy: N/A
Fitness: Yes
Website: www.hiexpress.com/lincolnil

**Tax Rate:** 11%

**Rates:**
- Standard $60.00

Lincoln

**Restaurant:** Nearby
**Meeting Cap.:** 50
**No. of:** 69

Montgomery County

**Litchfield Hampton Inn**

11 Thunderbird Circle
Litchfield, IL 62056
Nearest Airport: St. Louis - 65 Miles
Courtesy: N/A
Fitness: Yes
Website: www.litchfield.hamptoninn.com

**Tax Rate:** 10%

**Rates:**
- Standard $60.00

Litchfield

**Restaurant:** Nearby
**Meeting Cap.:** 12
**No. of:** 64

Winnebago County

**Holiday Inn Express**

7552 Park Place
Loves Park, IL 61111
Nearest Airport: Rockford - 9 Miles
Courtesy: 5 Mile Radius
Fitness: Yes
Website: www.holidayinn.com

**Tax Rate:** 11%

**Rates:**
- Standard $70.00

Loves Park

**Restaurant:** Nearby
**Meeting Cap.:** 20
**No. of:** 119
Kankakee County

Country Inn and Suites by Carlson

380 South Cypress Street
Manteno, IL 60950

Rates:
- Standard: $70.00

(815) 468-2600
(800) 456-4000
(815) 468-2267 (FAX)

Nearest Airport: N/A
Amtrak: Kankakee - 9 Miles
Restaurant: Nearby

Breakfast: Full
Meeting Cap.: 10
No. of: 73

Fitness: No
Pool: Indoor
Internet: Complimentary

Website: www.countryinns.com/mantenoil

Williamson County

Country Inn & Suites by Carlson

1306 Halfway Road
Marion, IL 62959

Rates:
- Standard: $60.00

(618) 997-2444
(800) 456-4000
(618) 997-2422 (FAX)

Nearest Airport: Marion - 1.5 Miles
Amtrak: Carbondale - 12 Miles
Restaurant: Nearby

Breakfast: Full
Meeting Cap.: 80
No. of: 69

Fitness: Yes
Pool: Indoor
Internet: Complimentary

Website: www.countryinns.com

Drury Inn

2706 West DeYoung
Marion, IL 62959

Rates:
- Standard: $60.00

(618) 997-9600
(800) DRURYINN
(618) 997-9600 (FAX)

Nearest Airport: Marion - 4 Miles
Amtrak: Carbondale - 14 Miles
Restaurant: Adjacent

Breakfast: Full
Meeting Cap.: 30
No. of: 130

Fitness: Yes
Pool: Indoor
Internet: Complimentary

Website: www.druryhotels.com

Coles County

Baymont Inn & Suites

206 McFall
Mattoon, IL 61938

Rates:
- Standard: $60.00

(217) 234-2420
(800) BAYMONT
(217) 234-2355 (FAX)

Nearest Airport: N/A
Amtrak: Mattoon - 2 Miles
Restaurant: Nearby

Breakfast: Full
Meeting Cap.: 30
No. of: 63

Fitness: Yes
Pool: Indoor
Internet: Complimentary

Website: www.baymontinns.com

Comfort Suites

1408 Broadway Avenue East
Mattoon, IL 61938

Rates:
- Standard: $60.00

(217) 235-6745
(800) 424-6423
(217) 235-0265 (FAX)

Nearest Airport: N/A
Amtrak: Mattoon - 2.5 Miles
Restaurant: Nearby

Breakfast: Full
Meeting Cap.: 40
No. of: 70

Fitness: Yes
Pool: Indoor
Internet: Complimentary

Website: www.comfortsuites.com/hotel/il158
Massac County

**Baymont Inn**

- Tax Rate: 11%
- Rates: Standard $50.00

- 203 East Front Street
- Metropolis, IL 62960
- Nearest Airport: N/A
- Courtesy: N/A
- Fitness: Yes
- Website: www.baymontinns.com
- (618) 524-5678
- (877) 229-6668
- (618) 524-2225 (FAX)
- Restaurant: Nearby
- Meeting Cap.: 50
- No. of 120
- Internet: Complimentary

Jefferson County

**Drury Inn & Suites**

- Tax Rate: 11%
- Rates: Standard $60.00

- 145 North 44th Street
- Mount Vernon, IL 62864
- Nearest Airport: N/A
- Courtesy: N/A
- Fitness: Yes
- Website: www.druryhotels.com
- (618) 246-5201
- (800) 378-7946
- (855) 487-5595 (FAX)
- Restaurant: Nearby
- Meeting Cap.: 180/130
- No. of 180
- Internet: Complimentary

Jasper County

**Cobblestone Hotel & Suites**

- Tax Rate: 11%
- Rates: Standard $60.00

- 100 Gregory Drive
- Newton, IL 62448
- Nearest Airport: N/A
- Courtesy: N/A
- Fitness: Yes
- Website: www.staycobblestone.com/il/newton
- (618) 783-5550
- (888) 693-8262
- (618) 783-5551 (FAX)
- Restaurant: Nearby
- Meeting Cap.: 25
- No. of 37
- Internet: Complimentary

St. Clair County

**Candlewood Suites**

- Tax Rate: 10.64%
- Rates: Standard $70.00

- 1332 Park Plaza Drive
- O'Fallon, IL 62269
- Nearest Airport: St. Louis - 25 Miles
- Courtesy: N/A
- Fitness: Yes
- Website: www.candlewoodsuites.com
- (618) 622-9555
- (800) 972-3145
- (618) 622-9666 (FAX)
- Restaurant: Nearby
- Meeting Cap.: N/A
- No. of 80
- Internet: Complimentary
Drury Inn & Suites O’Fallon
1118 Central Park Drive
O’Fallon, IL  62269
Rates: Standard $70.00
(618) 624-2211  
(800) 378-7946  
(618) 624-2211 (FAX)
Nearest Airport:  St. Louis - 32 Miles
Amtrak:  St. Louis - 18 Miles
Breakfast:  Full
Meeting Cap.:  200/120
Pool:  Indoor/Outdoor
No. of:  180
Website:  www.druryinn.com
Fitness:  Yes
Internet:  Complimentary

Extended Stay America
154 Regency Park
O’Fallon, IL  62269
Rates: Standard $59.99
(618) 624-1757  
(800) EXTSTAY  
(618) 624-1778 (FAX)
Nearest Airport:  St. Louis - 29 Miles
Amtrak:  St. Louis - 35 Miles
Breakfast:  Continental
Meeting Cap.:  N/A
Pool:  None
No. of:  89
Website:  www.extendedstayamerica.com
Fitness:  No
Internet:  Complimentary

Peoria County
Tax Rate:  12%
Peoria/East Peoria

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

Baymont Inn & Suites
2002 West War Memorial Drive
Peoria, IL  61614
Rates: Standard $70.00
(309) 686-7600  
(800) 337-0550  
(309) 686-0686 (FAX)
Nearest Airport:  Peoria - 10 Miles
Amtrak:  N/A
Breakfast:  Full
Meeting Cap.:  25
Pool:  Outdoor
No. of:  118
Website:  www.baymontinns.com
Fitness:  Yes
Internet:  Complimentary

Comfort Suites
1812 West War Memorial Drive
Peoria, IL  61614
Rates: Standard $70.00
(309) 688-3800  
(800) 228-5150  
(309) 688-3800 (FAX)
Nearest Airport:  Peoria - 8 Miles
Amtrak:  N/A
Breakfast:  Full
Meeting Cap.:  25
Pool:  Indoor
No. of:  65
Website:  www.choicehotels.com/il081
Fitness:  Yes
Internet:  Complimentary

Country Inn & Suites
5309 West Landens Way
Peoria, IL  61615
Rates: Standard $70.00
(309) 589-0044  
(800) 830-5222  
(309) 689-0454 (FAX)
Nearest Airport:  Peoria - 10 Miles
Amtrak:  N/A
Breakfast:  Full
Meeting Cap.:  30
Pool:  Indoor
No. of:  74
Website:  www.countryinns.com
Fitness:  Yes
Internet:  Complimentary
**Extended Stay America**

4306 North Brandywine  
Peoria, IL  61614  
(309) 688-3110  
(800) EXSTAY  
(309) 688-3070 (FAX)  
Rates: Standard $67.00  
Nearest Airport: Peoria - 12 Miles  
Amtrak: N/A  
Breakfast: Continental  
Pool: None  
Internet: Complimentary  
No. of 104

**Par-A-Dice Hotel**

7 Blackjack Boulevard  
East Peoria, IL  61611  
(309) 699-7711  
(800) 727-2342  
(309) 699-9317 (FAX)  
Rates: Standard $70.00  
Nearest Airport: Peoria - 15 Miles  
Amtrak: Bloomington - 30 Miles  
Breakfast: None  
Pool: None  
Internet: Complimentary  
No. of 202

**Quality Inn & Suites**

4112 North Brandywine  
Peoria, IL  61614  
(309) 685-2556  
(800) 526-3766  
(309) 685-6272 (FAX)  
Rates: Standard $70.00  
Nearest Airport: Peoria - 11 Miles  
Amtrak: N/A  
Breakfast: Full  
Pool: Indoor/Outdoor  
Internet: Complimentary  
No. of 115

**Red Roof Inn**

1822 West War Memorial Drive  
Peoria, IL  61614  
(309) 685-3911  
(800) REDROOF  
(309) 685-3941 (FAX)  
Rates: Standard $44.99  
Nearest Airport: Peoria - 10 Miles  
Amtrak: N/A  
Breakfast: None  
Pool: None  
Internet: Complimentary  
No. of 108

**Springhill Suites by Marriott**

2701 West Lake Avenue  
Peoria, IL  61615  
(309) 681-2700  
(888) 287-9400  
(309) 681-2701 (FAX)  
Rates: Standard $70.00  
Nearest Airport: Peoria - 8 Miles  
Amtrak: N/A  
Breakfast: Full  
Pool: Indoor  
Internet: Complimentary  
No. of 124

**Stoney Creek Hotel & Conference Center**

101 Mariners Way  
East Peoria, IL  61611  
(309) 694-1300  
(800) 659-2220  
(309) 694-9303 (FAX)  
Rates: Standard $70.00  
Nearest Airport: Peoria - 20 Miles  
Amtrak: N/A  
Breakfast: Full  
Pool: Indoor/Outdoor  
Internet: Complimentary  
No. of 163
<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
<th>Rates:</th>
<th>Nearest Airport:</th>
<th>Amenities:</th>
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<tbody>
<tr>
<td>Peoria</td>
<td>Travelodge Peoria</td>
<td>$69.00</td>
<td>Peoria - 10 Miles</td>
<td>On Site</td>
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</tr>
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<td>Pool: Indoor</td>
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<tr>
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<td></td>
<td>Internet: Complimentary</td>
</tr>
<tr>
<td>Adams County</td>
<td>Fairfield Inn &amp; Suites</td>
<td>$60.00</td>
<td>Quincy - 10 Miles</td>
<td>Nearby</td>
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<td>Meeting Cap.: 40</td>
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<td>Internet: Complimentary</td>
</tr>
<tr>
<td>Rock Falls</td>
<td>Country Inn &amp; Suites</td>
<td>$60.00</td>
<td>N/A</td>
<td>On Site</td>
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<td></td>
<td>Internet: Complimentary</td>
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<tr>
<td>Rock Falls</td>
<td>Days Inn</td>
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<td>N/A</td>
<td>On Site</td>
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<td>Internet: Complimentary</td>
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85
**Rock Island County**

**Comfort Inn**
2600 52nd Avenue  
Moline, IL 61265  
Nearest Airport: Moline - 1 Mile  
Amtrak: Moline - 2 Miles  
Breakfast: Continental  
Pool: Indoor  
Website: [www.choicehotels.com](http://www.choicehotels.com)

**Holiday Inn - Rock Island**
226 17th Street  
Rock Island, IL 61201  
Nearest Airport: Moline - 9 Miles  
Amtrak: Moline - 5 Miles  
Breakfast: Continental  
Pool: Indoor  
Website: [www.choicehotels.com/hotel/IL070](http://www.choicehotels.com/hotel/IL070)

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**Winnebago County**

**Candlewood Suites**
7555 Walton Street  
Rockford, IL 61108  
Nearest Airport: Rockford - 14 Miles  
Amtrak: Rockford - 5 Miles  
Breakfast: None  
Pool: None  
Website: [www.suitesrockford.com](http://www.suitesrockford.com)

**Cliffbreakers Riverside Hotel & Conference Center**
700 West Riverside Boulevard  
Rockford, IL 61103  
Nearest Airport: Rockford - 12 Miles  
Amtrak: Rockford - 5 Miles  
Breakfast: Continental  
Pool: Indoor  
Website: [www.cliffbreakers.com](http://www.cliffbreakers.com)

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**Rock Island/Moline**

**Comfort Inn**
(309) 762-7000  
(800) 424-6423  
(309) 283-4859 (FAX)  
Rates: Standard $68.00  
Restaurant: Nearby  
Meeting Cap.: N/A  
No. of 61

**Holiday Inn - Rock Island**
(309) 794-1212  
(800) 465-4329  
(309) 794-0852 (FAX)  
Rates: Standard $70.00  
Restaurant: On Site  
Meeting Cap.: 400  
No. of 172

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**Cliffbreakers Riverside Hotel & Conference Center**
(815) 282-3033  
(877) 539-7070  
(815) 637-4704 (FAX)  
Rates: Standard $65.00  
Restaurant: On Site  
Meeting Cap.: 1,000/600  
No. of 105

---

**Comfort Inn**
(815) 398-7061  
(800) 228-5150  
(815) 398-7061 (FAX)  
Rates: Standard $70.00  
Restaurant: Nearby  
Meeting Cap.: N/A  
No. of 64
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<td></td>
<td>7676 East State Street</td>
<td>(815) 397-6222</td>
<td>(800) 321-2211</td>
<td>Standard $70.00, Amtrak: Rockford - 5 Miles, Breakfast: None, Pool: Indoor, Internet: Complimentary</td>
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<td>(815) 397-6254</td>
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<td><strong>Days Inn Rockford</strong></td>
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<td>220 South Lyford Road</td>
<td>(815) 332-4915</td>
<td>(800) 329-7466</td>
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<td><strong>Extended Stay America</strong></td>
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<td>653 Clark Drive</td>
<td>(815) 226-8969</td>
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<td>Standard $62.00, Amtrak: Rockford - 5 Miles, Breakfast: Continental, Pool: None, Internet: Complimentary</td>
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<td>Rockford, IL 61107</td>
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<td>(815) 226-8753</td>
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<td><strong>Extended Stay America - Rockford</strong></td>
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<td>747 North Bell School Road</td>
<td>(815) 397-8316</td>
<td>(800) EXTSTAY</td>
<td>Standard $67.00, Amtrak: Rockford - 7 Miles, Breakfast: Continental, Pool: None, Internet: Complimentary</td>
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<td>(815) 397-8373</td>
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<td><strong>Fairfield Inn &amp; Suites</strong></td>
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<td>7651 Walton Street</td>
<td>(815) 398-7400</td>
<td>(888) 236-2427</td>
<td>Standard $70.00, Amtrak: Rockford - 5 Miles, Breakfast: Continental, Pool: Indoor, Internet: Complimentary</td>
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<td>(815) 398-7401</td>
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<td>Nearest Airport: Rockford - 8 Miles</td>
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<td><strong>Hilton Garden Inn Rockford</strong></td>
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<td>7675 Walton Street</td>
<td>815-229-3322</td>
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<td>Standard $70.00, Amtrak: Rockford - 5 Miles, Breakfast: None, Pool: Indoor, Internet: Complimentary</td>
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<td>(815) 229-3122</td>
<td></td>
<td>Indoor</td>
<td>202</td>
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<tr>
<td>(815) 397-8000</td>
<td>(800) 228-2800</td>
<td>Standard</td>
<td>Nearby</td>
<td><a href="www.motel6.com">www.motel6.com</a></td>
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<tr>
<td>(815) 397-8183</td>
<td>(800) 228-8000</td>
<td>Indoor</td>
<td>131</td>
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<tr>
<td>(815) 226-2100</td>
<td>(800) 333-3333</td>
<td>Standard</td>
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<tr>
<td>(815) 229-3070</td>
<td>(800) 333-3333</td>
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<td>(815) 398-9750</td>
<td>(800) REDROOF</td>
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<td>(815) 398-9761</td>
<td>(800) REDROOF</td>
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<td>(815) 227-0013</td>
<td>(800) 331-3131</td>
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<td>(800) 331-3131</td>
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<td>(815) 397-0200</td>
<td>(877) 238-8889</td>
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<td><a href="www.staybridge.com/rockford">www.staybridge.com/rockford</a></td>
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<td>(815) 397-0202</td>
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<td>Carpenter Street Hotel</td>
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**Comfort Suites**

2620 South Dirksen Parkway  
Springfield, IL 62703  
Nearest Airport: Springfield - 15 Miles  
Amtrak: Springfield - 10 Miles  
Breakfast: Continental  
Pool: Indoor  
Fitness: Yes  
Website: www.choicehotels.com  
Rates: Standard $70.00  
Contact: (217) 753-4000  
(800) 424-6423  
(217) 753-4166 (FAX)  
Restaurant: Nearby  
Meeting Cap.: N/A  
No. of 92

**Country Inn & Suites by Carlson**

3092 Stevenson Drive  
Springfield, IL 62703  
Nearest Airport: Springfield - 11 Miles  
Amtrak: Springfield - 6 Miles  
Breakfast: Full  
Pool: Indoor  
Fitness: Yes  
Website: www.countryinns.com/springfieldil  
Rates: Standard $70.00  
Contact: (217) 544-5151  
(800) 830-5222  
(217) 544-5353 (FAX)  
Restaurant: Nearby  
Meeting Cap.: 25  
No. of 78

**Crowne Plaza**

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

**Drury Inn & Suites**

3180 South Dirksen Parkway  
Springfield, IL 62703  
Nearest Airport: Springfield - 9 Miles  
Amtrak: Springfield - 5 Miles  
Breakfast: Full  
Pool: Indoor  
Fitness: Yes  
Website: www.druryinn.com  
Rates: Standard $70.00  
Contact: (217) 529-3900  
(800) DRURYINN  
(217) 529-3900 (FAX)  
Restaurant: Adjacent  
Meeting Cap.: 50/30  
No. of 118

**Hilton Garden Inn**

3100 South Dirksen Parkway  
Springfield, IL 62703  
Nearest Airport: Springfield - 12 Miles  
Amtrak: Springfield - 5 Miles  
Breakfast: None  
Pool: Indoor  
Fitness: Yes  
Website: www.springfieldil.gardeninn.com  
Rates: Standard $70.00  
Contact: (217) 529-7171  
(800) HILTONS  
(217) 529-7172 (FAX)  
Restaurant: On Site  
Meeting Cap.: 200/150  
No. of 117

**Holiday Inn Express**

3050 South Dirksen Parkway  
Springfield, IL 62703  
Nearest Airport: Springfield - 8 Miles  
Amtrak: Springfield - 5 Miles  
Breakfast: Full  
Pool: None  
Fitness: Yes  
Website: www.holidayinnexpress.com  
Rates: Standard $70.00  
Contact: (217) 529-7771  
(800) HOLIDAY  
(217) 529-1777 (FAX)  
Restaurant: Nearby  
Meeting Cap.: 30  
No. of 140
### Homestyle Inn & Suites

- **Address:** 500 North 1st Street, Springfield, IL 62702
- **Phone:** (217) 522-1100
- **Fax:** (217) 753-8589
- **Rates:** Standard $70.00
- **Nearest Airport:** Springfield
- **Amtrak:** Springfield - 3 Blocks
- **Breakfast:** Continental
- **Meeting Cap.:** 40
- **Pool:** Outdoor
- **Internet:** Complimentary
- **Website:** [www.homestyleinns.com](http://www.homestyleinns.com)

### Mansion View Inn & Suites

- **Address:** 529 South 4th Street, Springfield, IL 62701
- **Phone:** (217) 544-7411
- **Fax:** (800) 252-1083
- **Rates:** Standard $70.00
- **Nearest Airport:** Springfield - 4 Miles
- **Amtrak:** Springfield - 1 Mile
- **Breakfast:** Continental
- **Meeting Cap.:** 50
- **Pool:** None
- **Internet:** Complimentary
- **Website:** [www.mansionview.com](http://www.mansionview.com)

### Microtel Inn & Suites

- **Address:** 2636 Sunrise Drive, Springfield, IL 62703
- **Phone:** (217) 753-2636
- **Fax:** (888) 771-7171
- **Rates:** Standard $70.00
- **Nearest Airport:** Springfield - 7 Miles
- **Amtrak:** Springfield - 4 Miles
- **Breakfast:** Continental
- **Meeting Cap.:** 25
- **Pool:** Indoor
- **Internet:** Complimentary
- **Website:** [www.wyndhamhotels.com](http://www.wyndhamhotels.com)

### Northfield Inn & Suites

- **Address:** 3280 Northfield Drive, Springfield, IL 62702
- **Phone:** (217) 523-7900
- **Fax:** (866) 577-7900
- **Rates:** Standard $70.00
- **Nearest Airport:** Springfield - 10 Miles
- **Amtrak:** Springfield - 10 Miles
- **Breakfast:** Continental
- **Meeting Cap.:** 250
- **Pool:** Indoor
- **Internet:** Complimentary
- **Website:** [www.northfieldinn.com](http://www.northfieldinn.com)

### President Abe Lincoln, A DoubleTree Hotel

- **Address:** 701 East Adams Street, Springfield, IL 62701
- **Phone:** (217) 544-8800
- **Fax:** (866) 788-1860
- **Rates:** Standard $70.00
- **Nearest Airport:** Springfield - 10 Miles
- **Amtrak:** Springfield - .5 Miles
- **Breakfast:** None
- **Meeting Cap.:** 600/575
- **Pool:** Indoor
- **Internet:** Complimentary
- **Website:** [www.presidentabrahamlincolnspringfield.com](http://www.presidentabrahamlincolnspringfield.com)

### Quality Inn & Suites

- **Address:** 3442 Freedom Drive, Springfield, IL 62704
- **Phone:** (217) 787-2250
- **Fax:** (800) 228-5150
- **Rates:** Standard $70.00
- **Nearest Airport:** Springfield - 6 Miles
- **Amtrak:** 6 Miles
- **Breakfast:** Continental
- **Meeting Cap.:** 20
- **Pool:** Indoor
- **Internet:** Complimentary
- **Website:** [www.choicehotels.com](http://www.choicehotels.com)
<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Rates: Standard</th>
<th>Address</th>
<th>Phone</th>
<th>Amenities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ramada Springfield North</strong></td>
<td>$70.00</td>
<td>3281 Northfield Road, Springfield, IL 62702</td>
<td>(217) 523-4000, (800) 2RAMADA</td>
<td>Nearest Airport: Springfield - 5 Miles, Amtrak: Springfield - 5 Miles, Restaurant: Nearby, Meeting Cap.: 80/50</td>
</tr>
<tr>
<td><strong>Red Roof Inn</strong></td>
<td>$44.99</td>
<td>3200 Singer Avenue, Springfield, IL 62703</td>
<td>(217) 753-4302, (800) REDROOF</td>
<td>Nearest Airport: Springfield - 7 Miles, Amtrak: Springfield - 5 Miles, Restaurant: Nearby, Meeting Cap.: N/A</td>
</tr>
<tr>
<td><strong>Route 66 Hotel &amp; Conference Center</strong></td>
<td>$66.00</td>
<td>625 East St. Joseph Street, Springfield, IL 62703</td>
<td>(217) 529-6626, (888) 707-8366</td>
<td>Nearest Airport: Springfield - 10 Miles, Amtrak: Springfield - 5 Miles, Restaurant: Nearby, Meeting Cap.: 400</td>
</tr>
<tr>
<td><strong>Sleep Inn</strong></td>
<td>$70.00</td>
<td>3470 Freedom Drive, Springfield, IL 62704</td>
<td>(217) 787-6200, (800) SLEEPINN</td>
<td>Nearest Airport: Springfield - 7 Miles, Amtrak: Springfield - 7 Miles, Restaurant: Nearby, Meeting Cap.: N/A</td>
</tr>
<tr>
<td><strong>The State House Inn</strong></td>
<td>$70.00</td>
<td>101 East Adams, Springfield, IL 62701</td>
<td>(217) 528-5100, (800) 424-6423</td>
<td>Nearest Airport: Springfield - 7 Miles, Amtrak: Springfield - 7 Miles, Restaurant: Nearby, Meeting Cap.: 225</td>
</tr>
<tr>
<td><strong>Wyndham Springfield City Centre</strong></td>
<td>$70.00</td>
<td>700 East Adams Street, Springfield, IL 62702</td>
<td>(217) 789-1530, (877) 999-3223</td>
<td>Nearest Airport: Springfield - 3 Miles, Amtrak: Springfield - 0.5 Miles, Restaurant: On-Site, Meeting Cap.: 1,000/600</td>
</tr>
<tr>
<td>County</td>
<td>Tax Rate</td>
<td>Location</td>
<td>Address</td>
<td>Phone Numbers</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------</td>
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<td>--------------------------------------</td>
</tr>
<tr>
<td><strong>Jo Daviess County</strong></td>
<td><strong>11%</strong></td>
<td>Stockton</td>
<td>200 Dillon Avenue, Stockton, IL 61085</td>
<td>(815) 947-6060, (800) 456-4000</td>
</tr>
<tr>
<td><strong>Dekalb County</strong></td>
<td><strong>11%</strong></td>
<td>Sycamore</td>
<td>1450 South Peace Road, Sycamore, IL 60178</td>
<td>(815) 895-8686, (800) 830-5222</td>
</tr>
<tr>
<td><strong>Monroe County</strong></td>
<td><strong>11.5%</strong></td>
<td>Waterloo</td>
<td>112 Warren Drive, Waterloo, IL 62298</td>
<td>(618) 939-2020, (800) 800-8000</td>
</tr>
<tr>
<td><strong>Franklin County</strong></td>
<td><strong>11%</strong></td>
<td>Whittington</td>
<td>12575 Golf Course Road, Whittington, IL 62897</td>
<td>(618) 629-2600, (800) 999-0977, (618) 629-2365 (FAX)</td>
</tr>
</tbody>
</table>
LODGING EXCEPTIONS

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

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

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

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

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

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

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

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

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

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

AIRCRAFT

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
- Federal Aviation Administration – www.faa.gov

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

**Toll-Free Reservation Numbers and Internet Addresses**
The following toll-free numbers and internet addresses may be used for general information and to make reservations on most major airlines.

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

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

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

**United Express**
Service Between: Abraham Lincoln Capital Airport and Chicago O’Hare International Airport

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

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

**American Airlines**
- (800) 433-7300
- www.aa.com
**CAR RENTAL AGREEMENTS**

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

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

**Terms and Conditions**

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

**Payment Methods**

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

**Reservations**

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

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

Refueling

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

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

AMTRAK

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

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

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

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

Reservations:

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

Employees may use obtain additional information on Amtrak locations and routes through the Internet at [www.amtrak.com](http://www.amtrak.com). However, the $21.00 government fare for travel between Springfield and Chicago may not be purchased on the Internet site and is not available on Saturday and Sunday.
TRAVEL VOUCHERS

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

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

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

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

**Code Purpose**

<table>
<thead>
<tr>
<th>Code</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>1291</td>
<td>In-State Travel -- Reimbursements to Employees.</td>
</tr>
<tr>
<td>1292</td>
<td>Out-of-State Travel -- Reimbursements to Employees.</td>
</tr>
<tr>
<td>1293</td>
<td>In-State Travel -- Payments to Vendors.</td>
</tr>
<tr>
<td>1294</td>
<td>Out-of-State Travel -- Payments to Vendors.</td>
</tr>
<tr>
<td>1295</td>
<td>Personal Mileage Reimbursement</td>
</tr>
</tbody>
</table>

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.