



CHICAGO EVENT
MANAGEMENT

Chicago Event Management Expense Reimbursement Policy

Documentation (receipt, trip record, reason for expense and date/time of expense) is required for all event expense reimbursements. Reimbursement requests must meet the eligibility requirements outlined below and be submitted within 14 days of the event. Requests submitted after this date will not be eligible for reimbursement.

TRAVEL EXPENSES

Air Travel

When air travel is approved for non-local staff, the event will purchase a round-trip airline ticket on behalf of the staff member. If a non-local staff member requests and is approved to purchase their own airline ticket, the reimbursement will equal the approved airfare at the time of the request. The event will reimburse up to one checked bag up to \$35. The event will not reimburse air travel upgrades or change fees unless the fees are prompted by an event change. When air travel is provided by the event, the event will reimburse the following:

- travel expenses to and from the airport. Approved expenses include mileage expense (IRS mileage rate), parking, taxi or ride share expenses up to \$35 total per trip (\$70 per event)
- the full cost of travel expenses to and from Chicago airports using public transit (i.e. CTA Blue Line to/from O'Hare or CTA Orange Line to from Midway).
- travel reimbursement is limited to \$10 per trip (\$20 per event) for staff selecting a ride share or taxi service to and from Chicago airports (O'Hare and Midway).

Extended Travel with a Personal Vehicle

When travel to Chicago using a personal vehicle is approved for non-local staff, the event will reimburse mileage at the [IRS mileage rate](#) at the time of travel. The event will not reimburse for additional travel expenses in lieu of or in addition to mileage (i.e., gas, tolls, taxi, ride share, vehicle rental). For persons traveling together, only one person per vehicle may submit for mileage reimbursement. Carpooling is encouraged, and may be expected, when reasonable.

Parking

Event staff and key volunteers (local and non-local) working the event can park at event-approved garages that will be communicated prior to the event at cemevent.com/eventstaff. The event will not reimburse for parking expenses, unless otherwise approved in advance of the event.

When staff are assigned parking one or more miles away from their assigned hotel accommodation, they can expense a ride share to their hotel from the event-approved parking garage.

Housing

Staff (local and non-local) may be provided housing based on the scope and schedule of one's role, as well as travel considerations. Accommodations are commonly double occupancy, and the location of the property is determined based on availability, scope and schedule of one's role.



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TRANSPORTATION EXPENSES FOR REQUIRED WORK SHIFTS

Transportation may be approved when walking is not reasonable due to distance, weather or time of day. Examples of opportunities to gain approval for transportation during required work shifts include trips to and from one's assigned hotel and work site, trips to and from one's assigned parking area and hotel or work site, and trips directly related to completing one's role (i.e. sent on an errand or to an off-site meeting). Please work with your primary event contact to gain approval for transportation during work shift.

Staff who have received approval for transportation are encouraged to use public transit. Approved trips using public transportation will be reimbursed at the full cost of each trip.

Staff who have received approval for a taxi or ride share service are required to request a base fare vehicle. The use of different types of vehicles (i.e. XL for groups of event staff) may be approved if it reduces the overall travel expense. Ride share services, not a taxi service, are required for trips originating or ending outside of the Loop. If staff experience surge pricing with a ride share service, then they should request a taxi service to reduce the travel expense. Reimbursement for tips is limited to 10% of fare and must be included on receipt. Staff should make reasonable efforts to coordinate and share rides with other event staff when completing similar trips.

Travel to and from one's home is not eligible for the event expense reimbursement. This includes mileage for local transportation expenses using a personal vehicle.

MEAL EXPENSES

The event will provide meals during required work shifts. Staff working onsite when meals are provided who decide to forgo the provided meal are not eligible to receive reimbursement. If staff are required to be onsite during a time when meals are not provided, or work duties require an individual to miss the provided meal, reimbursement will be provided as noted follows: up to \$15 for breakfast, up to \$20 for lunch, up to \$35 for dinner. A receipt must be submitted to receive the reimbursement.

When travel is provided by the event (i.e. air travel or personal vehicle reimbursement), the event will reimburse staff for meals based on the departure and arrival times of the trip as follows: up to \$15 for breakfast (travel before 10 a.m.), up to \$20 for lunch (travel between 11 a.m. and 1 p.m.), up to \$35 for dinner (travel after 5 p.m.). A receipt must be submitted to receive the reimbursement.