



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.

Note, where approvals are required, approvals may not be considered confirmed unless received in writing (e-mail) by the Workforce Management Department.

Failure to receive, review, or understand expense reimbursement policies is not automatic grounds for exceptions.

TRAVEL EXPENSES

Air Travel

When air travel is pre-approved and provided by the event, the event will coordinate airline tickets on behalf of the approved traveler. Airline tickets purchased directly by the traveler are not reimbursable unless approved in writing prior to purchase.

- The event will reimburse up to one checked bag up to \$35. Choosing carry-on luggage only is encouraged when feasible.
- The event will not reimburse air travel upgrades or change fees unless the fees are prompted by an event change and approved in writing by the Workforce Management Department.
- Travel and parking expenses to and from the originating airport are capped at \$35 total per trip (\$70 per event). Reimbursable expenses may include mileage expense (IRS mileage rate), parking, taxi or ride share.
- After arrival in Chicago, persons are expected to use public transit (i.e. CTA "L") to travel to and from Chicago airports. Transportation expenses to and from Chicago airports (O'Hare and Midway) are capped to \$10 total per trip (\$20 per event). Persons choosing to travel by other means (i.e. ride share, taxi) will not be reimbursed greater than the \$10 per trip limit unless approved in writing by the Workforce Management Department.

Mileage Reimbursement

When traveling by personal vehicle, with pre-approval, the event may reimburse mileage per the following event policies:

- Requests for mileage reimbursement consideration must be re-approved in writing by the Workforce Management Department.
- Mileage reimbursement is intended for non-local persons or persons with extended commutes (i.e. multiple round trips). Mileage becomes reimbursable when the traveler's total mileage to and from the event (all trips combined) exceeds 50 miles. When the total mileage exceeds 50



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miles, only that mileage traveled above 50 miles is reimbursable (i.e. the first 50 miles of travel is NOT reimbursed).

- Mileage reimbursement will be at the [IRS mileage rate](#) at the time of travel.
- Mileage reimbursement requests may only include direct travel to and from one's home and the event, or for approved event related business, unless otherwise pre-approved.
- The event will not reimburse for additional travel expenses in lieu of or in addition to mileage (i.e., fuel, vehicle charging, tolls, taxi, ride share, vehicle rental, etc.).
- 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) will be provided and assigned access to parking at an event-approved garage / lot (i.e. Millennium Garages). Access to assigned parking location will be facilitated by a provided voucher or key card. Persons choosing to use alternate parking locations (i.e. hotel garage, spothero) and pay for parking directly will not be reimbursed. Persons choosing to park at any other location will not receive reimbursement, this includes parking at ones assigned hotel when applicable. The event will not reimburse for additional services (reserved spaces, upgraded spaces, valet, vehicle charging, etc.).

Housing

Staff 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 by the event based on availability, scope and schedule of one's role.

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 work location). 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.



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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 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, and reimbursement is limited to the capped amounts herein. Reimbursement will not be provided for alcohol and should be deducted from reimbursement requests when included on a receipt.

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 travel times of the trip as follows: up to \$15 for breakfast (when travel begins before 8 a.m.), up to \$20 for lunch (when travel begins before 11 a.m.), up to \$35 for dinner (when begins before 5 p.m.). A receipt must be submitted to receive the reimbursement, and reimbursement is limited to the capped amounts herein. Reimbursement will not be provided for alcohol and should be deducted from reimbursement requests when included on a receipt.