CHICAGO EVENT
MANAGEMENT

Chicago Event Management Event Expense Reimbursement Policy
Applicable to Contractors, Event Staff, Key Volunteers

General Reimbursement Requirements

All expense reimbursement requests must include the following documentation:

- Receipt(s)
- Trip record (when applicable)
- Reason for the expense
- Date and time of the expense

To be eligible for reimbursement:

- Expenses must comply with the requirements outlined in this policy.
- Reimbursement requests must be submitted within **14 days of the event**.
- Requests submitted after 14 days will not be eligible for reimbursement.

Where approvals are required, approval is only considered valid when received **in writing (email)** from the Workforce Management Department.

Failure to receive, review, or understand this policy does not automatically qualify an individual for an exception.

Travel Expenses

Air Travel

When air travel is pre-approved and arranged by the event, airline tickets will be coordinated directly by the event on behalf of the approved traveler.

Airline tickets purchased directly by the traveler are **not reimbursable** unless pre-approved in writing by the Workforce Management Department prior to purchase.

Reimbursable Air Travel Expenses

- Up to **one checked bag** at airline standard rate
    - Oversized / overweight bag fees are not reimbursable
    - Carry-on luggage is encouraged when feasible.
- Travel and parking expenses to and from the traveler's originating airport
    - Reimbursement is capped at **$50 total per trip** ($100 maximum per event)
    - Eligible expenses may include:
        - IRS mileage reimbursement
        - Parking
        - Taxi
        - Ride share

Non-Reimbursable or Limited Expenses

- Airfare upgrades are not reimbursable.
- Airline change fees are not reimbursable unless:
  - the change is prompted by an event-related adjustment, and
  - approved in writing by the Workforce Management Department.

Transportation to and from Chicago Airports

After arriving in Chicago, travelers are expected to use public transportation (CTA "L") when traveling to or from Chicago airports, including:

- O'Hare International Airport (Blue Line, approx. 45-minute trip)
- Midway International Airport (Orange Line, approx. 25-minute trip)

Taxi, ride share, and car rental expenses are not eligible for reimbursement unless pre-approved in writing by the Workforce Management Department.

Mileage Reimbursement

When traveling by personal vehicle, mileage reimbursement may be provided in accordance with the following requirements:

Approval Requirements

- Mileage reimbursement requests exceeding 100 miles must have been pre-approved in writing by the Workforce Management Department.

Eligibility

Mileage reimbursement is intended for:

- Non-local individuals, or
- Individuals with extended commuting requirements (such as multiple round trips)

Mileage becomes eligible for reimbursement only when the traveler's total combined travel to and from the event exceeds **50 miles**.

Important:

- The first 50 miles are **not reimbursable** for any traveler
- Only mileage exceeding 50 total miles is eligible for reimbursement

Reimbursement Standards

- Mileage is reimbursed at the current IRS mileage rate at the time of travel.
- Mileage reimbursement may only include:
  - direct travel between home and the event, or
  - approved event-related business travel

Any other travel must be pre-approved in writing.

Non-Reimbursable Expenses

The event will not reimburse additional vehicle-related expenses in lieu of, or in addition to, mileage reimbursement, including:

- Fuel
- Vehicle charging
- Tolls
- Taxi
- Ride share
- Vehicle rental expenses

Carpooling

When multiple individuals travel together:

- Only one individual per vehicle may submit mileage reimbursement.
- Carpooling is encouraged and may be required when reasonable.

Trip Records

Trip records are required for all mileage reimbursement requests. The trip record must include the originating location, each destination traveled to, and the mileage between each location.

Parking

Event staff and key volunteers may be assigned parking at an event-approved garage or lot (i.e. Millennium Garages). When assigned, instructions, including location and access to vouchers or key cards may be provided. Reimbursement will not be provided for parking at non-pre-approved locations, including ones hotel.

Important Parking Rules

Individuals who choose to park at alternate locations — including hotel garages or third-party parking providers (such as SpotHero) — will not be reimbursed. This includes parking at one's assigned hotel when applicable.

The following are also non-reimbursable:

- Reserved parking upgrades
- Premium parking upgrades
- Valet service
- Vehicle charging fees

Housing

Housing accommodations may be provided based on:

- The scope of an individual's role
- Work schedule requirements
- Travel considerations

Accommodations are commonly double occupancy.

Hotel selection and location are determined by the event based on:

- Availability
- Operational needs
- The scope and schedule of the individual’s role

Transportation During Required Work Shifts

Transportation during required work shifts may be approved when walking is not reasonable due to:

- Distance
- Weather
- Time of day

Examples of potentially eligible transportation include:

- Travel between an assigned hotel and work site
- Travel between an assigned parking location and hotel or work site
- Travel required to complete assigned event duties
    - such as errands or off-site assignments

Individuals should coordinate approval for transportation with their primary event contact.

Approved Public Transportation

Individuals approved for transportation are encouraged to use public transit whenever possible. Approved public transportation expenses will be reimbursed at the full cost of each trip.

Approved Taxi or Ride Share Use

When taxi or ride share transportation is approved:

- Base fare vehicles must be selected.
- Larger vehicle types (such as XL vehicles) may be approved if they reduce overall travel expenses for groups.

Ride Share vs. Taxi Requirements

- Ride share services are required for trips beginning or ending outside the Chicago Loop.
- If surge pricing occurs with a ride share service, travelers should use a taxi instead to reduce costs.

Tips

Tips are reimbursable up to **10% of the fare** and must appear on the submitted receipt.

Shared Transportation

Persons should make reasonable efforts to coordinate and share rides with other event staff traveling to similar destinations.

Meal Expenses

The event provides meals during required work shifts. Individuals who are onsite when a meal is provided, but choose not to use the provided meal option, are not eligible for meal reimbursement.

Meal reimbursement may be provided when:

- meals are not provided during a required work period, or
- work responsibilities prevent an individual from accessing the provided meal service

Meal Reimbursement Limits

Maximum reimbursement amounts are:

- Breakfast: up to $15
- Lunch: up to $20
- Dinner: up to $35

Requirements

- A receipt is required for reimbursement.
- Reimbursement is limited to the capped amounts listed above.
- Alcohol is not reimbursable and must be deducted from reimbursement requests if included on a receipt.

Meal Reimbursement During Travel

When travel is provided by the event — including approved air travel or mileage reimbursement — meal reimbursement may be provided based on travel timing as follows:

- Breakfast: up to $15
    - when travel begins before 8:00 a.m.
- Lunch: up to $20
    - when travel begins before 11:00 a.m.
- Dinner: up to $35
    - when travel continues after 5:00 p.m.

Additional Requirements

- A receipt is required for reimbursement.
- Reimbursement is limited to the capped amounts listed above.
- Alcohol is not reimbursable and must be deducted from reimbursement requests if included on a receipt.