TRAVEL POLICY FOR: California, Florida, Idaho, Massachusetts, New Jersey, New Mexico, New York, Pennsylvania, Rhode Island, Vermont, Washington, and Washington, DC

Please book your travel by April 11th, 2025, by completing the travel questions during Registration. CIR's travel agent, UNTravel Agency, will email your preferred itinerary (within 2 - 3 business days).

CIR will pay for your travel if you travel to and from the Convention from the state where you reside. Suppose your destination for your return trip or origin for your trip to the Convention is from a state other than the state you reside in and the airfare costs more than it usually would be from or to your home state. In that case, CIR will only pay up to the average travel price to and from your home state when booking, as determined by UN Travel Agency. Any difference in travel costs should be paid directly to CIR by check by April 18th, 2025.

- Your travel reservation will **officially** be booked when you respond to their email **within 24 hours** to accept your initial itinerary.
- If you make a reservation and must change or cancel, you will not be responsible for any charges if you make a change **within 24 hours of the date your reservation is made**. If any changes to your reservation include extra costs, please email **convention@cirseiu.org**.
- CIR will reimburse you for ground travel (Taxi/Uber/Lyft to and from your home), and baggage fees if its is necessary to check bags. Please remember to submit receipts along with your completed Expense Reimbursement Form.

LOCAL AIRPORTS

- **Chicago O'Hare International Airport**
  - Distance from hotel: 18 miles
  - Drive time: 35 - 60 minutes
  - Uber/Lyft: Approx $55 (reimbursable)
- **Chicago Midway Airport**
  - Distance from hotel: 12 miles
  - Drive time: 30 - 45 minutes
  - Uber/Lyft: Approx $40 (reimbursable)

CHICAGO TRANSIT AUTHORITY (CTA) TRAINS

- **From O'Hare International Airport, take the Blue Line train to Monroe/Dearborn stop.**
- **Take Monroe east to the hotel. The Palmer House is on the south side of the street.**
- **From Midway Airport, take the Orange Line from Midway to downtown. Get off**

at the Adams/Wabash stop. The Palmer House is located on the west side of Wabash Avenue.

You've got three easy options once you get to the station:

- **Single-ride CTA Tickets (consists of two transfers to bus and/or another**
- **You can buy a Ventra Ticket that's good on CTA—airport station ticket options include: train ride within two hours)**
- **1-Day CTA Tickets (good for unlimited rides for one person for 24 hours)**
- **3-Day CTA Tickets (good for unlimited rides for one person for 72 hours)**
- **You can buy a Ventra Card with money to cover the fare for up to seven people or any pass you like.**
- **If you have Apple Pay, Android Pay, or Samsung Pay set up or a contactless bank card (with the wave symbol), you can go straight to the gates and touch your card there. See Fare Info for more information on PAYG fares.**
- **All vending machines take cash, coins, credit or debit.**
- **See Fares for detailed fare information. See How-To Guides for detailed information on paying with farecards and riding the train.**

EXPENSE REIMBURSEMENTS FOR CIR ATTENDEES & APPLICABLE GUESTS

- Breakfast, lunch, and dinner will be provided on Saturday, and breakfast and lunch will be provided on the Sunday of the Convention. **CIR will not cover the dinner cost on Friday** of the Convention.
- CIR **cannot** reimburse room service, bar, restaurant bills, or other personal expenses. Reimbursable expenses include transportation to and from airports and any above-listed costs associated with traveling to and from the Convention.
- CIR will reimburse members for Convention-related travel using taxis and ride-sharing applications **with receipts**. Due to policy and decisions made by Uber, CIR strongly encourages members to use other ride-hailing applications such as Lyft.
- An **Expense Reimbursement Form** will be available at the Registration Desk.
- If you need to make a payment to CIR, please submit a check made payable to "Committee of Interns and Residents" with a memo listing the payment as "Convention 2025 Expense" and mailed to the following address:

Committee of Interns and Residents/SEIU Healthcare
Attn: Wiener Maingrette, Controller
10-27 46th Avenue, Suite 300-2
Long Island City, NY 11101

EXPENSE REIMBURSEMENTS FOR CIR ATTENDEES & APPLICABLE GUESTS

- Breakfast, lunch, and dinner will be provided on Saturday, and breakfast and lunch will be provided on Sunday of the convention. **CIR will not cover the dinner cost on Friday night** of the Convention.

- CIR **cannot** reimburse room service, bar, restaurant bills, or other personal expenses. Reimbursable expenses include transportation to and from airports and any above-listed costs associated with traveling to and from the Convention.

- CIR will reimburse members for Convention-related travel using taxis and ride-sharing applications **with receipts**. Due to policy and decisions made by Uber, CIR strongly encourages members to use other ride-hailing applications such as Lyft.

- Printed copies of the **Expense Reimbursement Form** will be available at the Registration Desk.

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