



January 13, 2006

To: NIU Faculty and Staff

From: Steve Cunningham  
Associate Vice President  
Administration and Human Resources

Subject: Club Quarters

Northern Illinois University faculty and staff are now eligible to participate in a rate agreement with Club Quarters, a private hotel designed for use of participating corporations and contracted public entities. Northern Illinois University, a member of the Illinois Public Higher Education Cooperative (IPHEC) enjoys the benefits of this agreement, which is extended to our employees and their guests for business or personal travel. This agreement helps the University meet its goal of keeping travel costs low and is designed to provide excellent overall value.

Because Club Quarters especially caters to businesses that operate during the weekday, rates are substantially discounted on weekends. To find out more about this program, click on the following link to the Procurement/travel web page.

<http://www.finfacil.niu.edu/Procurement/NIUClubQuarters.htm>

For your future reference, a copy of this memo and the direct link to utilize this exclusive contract with Club Quarters is saved on the NIU Website at <http://www.finfacil.niu.edu/Procurement>.

If you have any questions regarding this program option or any other travel related issues, please contact Wesley Coats 753-6108 [wcoats@niu.edu](mailto:wcoats@niu.edu) or Al Mueller 753-6104 [amueller@niu.edu](mailto:amueller@niu.edu).