Work Item 0809003: The process for addressing travel related to Board meetings, the Board retreat, or HL7 related business is not defined in the GOM.

Source: Finance Committee (Chair: Bill Braithwaite MD PhD)

Ratified by the EC: 09/08/2008

GOC analysis/rationale: The Board travel policy proposed by the Finance Committee will serve to clarify this process. The revision would be effective upon adoption; the first WGM supported would be May 2009. Given that the term ‘reasonable expenses’ is used several times, the GOC thought it appropriate to add the HL7 Reimbursable Travel Policy to the GOM. Rather than maintain this policy as a tab on the expense report form, the GOC recommends that the form be modified to instead simply reference the GOM.

Proposed revision:

06 Governance

06.08 Travel for HL7 Board Functions

06.08.01 Attendance at Working Group Meetings

06.08.02 Attending the Annual Board Retreat
Approval shall require a two thirds affirmative vote. The Executive Director shall notify the affected Board member of the result of the vote. If the request is approved, the affected Board member shall submit an HL7 Member Travel Expense Report with appropriate receipts to the Executive Director within thirty days of the close of the annual retreat. These expenses shall be charged to Board travel.

06.09 Travel for HL7 Related Business

If the Chair or the CEO requests a Board member or chair of a Work Group, council or committee to represent HL7 at a conference, seminar, or other venue that he or she was not already planning to attend and the individual is unable to further support HL7 by absorbing the expense of attending, HL7 shall reimburse reasonable expenses associated with the individual’s attendance. The individual shall submit an HL7 Member Travel Expense Report with appropriate receipts to the Associate Executive Director within thirty days of the close of the event. These expenses shall be charged to Board travel.

06.10 Reimbursement of Reasonable Expenses

HL7 shall reimburse the necessary and reasonable expenses incurred by individuals conducting authorized HL7-related travel. Requests for reimbursement must be submitted on the HL7 Travel Expense Report available on the web site. The expense report must include receipts for:

a) Airfare
b) Lodging
c) Meals exceeding $25
d) Transportation
e) Parking
f) Telephone or communications charges, including Internet access
g) Any other authorized expenditures

HL7 shall NOT reimburse:

a) The cost of or fees associated with an upgrade to Business or First Class airfare
b) Dry cleaning, laundry, or valet expenses
c) Entertainment expenses or meals for others unless pre-authorized by the Executive Director
d) Rental car expenses unless pre-authorized by the Executive Director

HL7 expects that taxis and shuttle services will be the normal mode of transportation as they are much less expensive than rental vehicles when gas and parking are factored into the expense. Should a traveler seek reimbursement for rental expenses that were not pre-authorized, HL7 reserves the right to reimburse an amount considered by HL7 to be the equivalent of comparable taxi service.

If travel by personal vehicle in lieu of air travel is deemed appropriate and approved by the Executive Director, reimbursement for such travel, including a mileage allowance, shall be limited to the cost of applicable coach-class airfare as determined by HL7.

Should the traveler select accommodations at other than the approved facility, assuming a facility has been specified, or occupies an upgraded room; HL7 reserves the right to reimburse an amount equivalent to the single occupancy rate quoted by the approved facility.

Every effort should be made to submit expense reports, with appropriate receipts, within 30 days of completion of the authorized travel. Under no circumstances will HL7 process expense reports received 90 or more days after completion of approved travel. The Executive Director is responsible for enforcing this policy. Exceptions to this policy require the approval of the Executive Committee.