

**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:

1 **06 Governance**

2 **06.08 Travel for HL7 Board Functions**

3 Selection by the Chief Executive Office as a candidate for the Board of Directors or nomination  
4 as an Officer, HL7 Director, or Affiliate Director carries with it the responsibility to attend Board  
5 meetings, both those held in conjunction with the Working Group Meetings (WGM) and those  
6 conducted via teleconference. Nominees acknowledge that they have the support of their  
7 organizations in seeking a position on the Board and agree that they, either individually or  
8 through their organizations, will be responsible for the expenses associated with participation as  
9 a Director or Officer. Should a Director or Officer experience a change of employment or suffer  
10 other hardship or circumstance that impacts their ability to fulfill their obligations as members of  
11 the Board, the following policies shall apply.

12 **06.08.01 Attendance at Working Group Meetings**

13 Board members or their organizations are encouraged and expected to be responsible for those  
14 expenses associated with attendance at the Working Group Meetings (WGM) given that the  
15 primary purpose for attending the WGM is developing, enhancing, and maintaining HL7 Protocol  
16 Specifications [§02.02]. A Board member who, due to hardship, is unable to absorb the  
17 expenses associated with attending a WGM shall petition the Executive Committee through the  
18 Executive Director for approval of reimbursement of reasonable expenses at least one month  
19 prior to the scheduled start of the WGM.

20 The petition shall include the reason for the request and an estimate of the relief sought by the  
21 Board member. The Executive Committee shall seek an expeditious decision on the request via  
22 electronic discussion and vote. Approval shall require a two thirds affirmative vote. The  
23 Executive Director shall notify the affected Board member of the result of the vote. If the request  
24 is approved, the affected Board member shall submit an HL7 Member Travel Expense Report  
25 with appropriate receipts to the Executive Director within thirty days of the close of the WGM.  
26 These expenses shall be charged to Board travel.

27 **06.08.02 Attending the Annual Board Retreat**

28 To establish the strategic direction of HL7 and develop and approve short and long term  
29 objectives; the Board participates in an annual retreat. HL7 absorbs the cost of  
30 accommodations, food, and beverage for the annual retreat. Board members or their  
31 organizations are encouraged to extend their support of HL7 by absorbing the costs associated  
32 with traveling to and returning from the annual retreat. A Board member who, due to hardship or  
33 circumstance, is unable to absorb these costs shall petition the Executive Committee through the  
34 Executive Director for approval of reimbursement of reasonable travel expenses at least six  
35 weeks prior to the announced start date of the annual retreat.

36 The petition shall include the reason for the request and an estimate of the relief sought by the  
37 Board member. The Executive Committee shall seek an expeditious decision on the request via

38 electronic discussion and vote. Approval shall require a two thirds affirmative vote. The  
39 Executive Director shall notify the affected Board member of the result of the vote. If the request  
40 is approved, the affected Board member shall submit an HL7 Member Travel Expense Report  
41 with appropriate receipts to the Executive Director within thirty days of the close of the annual  
42 retreat. These expenses shall be charged to Board travel.

### 43 **06.09 Travel for HL7 Related Business**

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

### 51 **06.10 Reimbursement of Reasonable Expenses**

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

- 55 a) Airfare
- 56 b) Lodging
- 57 c) Meals exceeding \$25
- 58 d) Transportation
- 59 e) Parking
- 60 f) Telephone or communications charges, including Internet access
- 61 g) Any other authorized expenditures

62 HL7 shall NOT reimburse:

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

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

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

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

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