

Federation of  
**STATE**  
**MEDICAL**  
**BOARDS**

November 12, 2014

Dear Colleagues:

Preparations are underway for FSMB's 2015 Annual Meeting scheduled for April 23-25 in Fort Worth, Texas. The FSMB's House of Delegates (HOD) business meeting is held on the last day of the Annual Meeting. FSMB member board participation at the HOD meeting is extremely important because it is the boards' unique opportunity to gain greater insight into the FSMB's work and to contribute to the organization's policymaking process. The role of the voting delegate in that process is especially important because the delegate represents his/her state medical board on matters of significance to the board and elects FSMB Fellows to assist in carrying out the FSMB's work.

In anticipation of the HOD business meeting, we ask that you consider which of your board members will be best suited to serve as your voting delegate.

In order for the voting delegate to serve in a truly representative capacity, the delegate is asked to fulfill a number of responsibilities.

Before the HOD meeting, the voting delegate is asked to:

- Become familiar with the structure, purpose and history of the FSMB HOD as well as FSMB's policymaking and election processes
- Attend meetings of the state medical board the delegate represents to gain early information on statewide and national issues to be addressed at the HOD meeting
- Review all pre-meeting materials
- **Participate in a Voting Delegate Webinar on March 26, 2015 from 3:00-4:00 pm CDT**
- **Attend the Candidates Forum and Reference Committee meeting at the Annual Meeting and provide Reference Committee testimony as necessary**
- Network with colleagues at the Annual Meeting for additional information and perspectives on issues

During the meeting, the voting delegate is asked to:

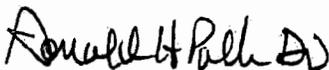
- Follow the meeting rules as outlined by the Rules Committee
- Represent the position of the delegate's board during discussions as necessary
- Vote at the time requested

Following the meeting, the voting delegate is asked to:

- Report the results of the HOD meeting to the delegate's board
- Remain current on statewide and national issues affecting medical regulation in preparation for the next HOD meeting

As you can see, the role of the voting delegate should not be taken lightly. We therefore encourage you to give careful consideration in the selection of the individual who will be your representative at our 2015 meeting.

Sincerely,



Donald H. Polk, DO  
Chair



Humayun J. Chaudhry, DO, MACP  
President and CEO

**TRAVEL REIMBURSEMENT GUIDELINES  
FOR VOTING DELEGATES  
ATTENDING THE FSMB ANNUAL MEETING**

The Federation of State Medical Boards of the United States, Inc. (FSMB) will reimburse board presidents/chairs up to \$1,800 for travel, lodging and meal expenses incurred to attend the FSMB's Annual House of Delegates Meeting according to the Travel Reimbursement Guidelines. In the event the president/chair cannot attend the meeting, an alternate member of the medical board may be selected by the board president/chair to attend as the designated Voting Delegate.

**Only board members or associate members who participate as the Voting Delegate at the House of Delegates meeting will be eligible for reimbursement of expenses under this policy.**

The Annual Meeting registration fee will be waived.

**AIR TRAVEL**

The FSMB will reimburse the cost of one coach class, round trip airline ticket for the voting delegate attending the annual meeting. **Tickets must be booked 14 days prior to travel through the FSMB's authorized travel agency and billed directly to the corporate account. Tickets booked less than 14 days prior to travel or booked elsewhere will not be reimbursed.**

However, if the voting delegate has access to a lower fare (such as a government rate) through another source, the FSMB will reimburse that airfare provided he/she obtains a written quote from the FSMB's travel agency for comparison. **The FSMB's Director of Meetings & Travel must be notified prior to making these alternate reservations.**

Should the voting delegate choose a flight itinerary at a higher fare than a comparable fare offered by the FSMB's travel agency, he/she will be responsible for the additional expense regardless of whether the \$1,800 expense cap is reached.

**Airline Class of Service**

All air travel must be in coach class. Travelers are expected to use the lowest logical airfare available (see below for definition) regardless of personal participation in a frequent flyer program. **Tickets will be nonrefundable and nontransferable.**

**Upgrades for Air Travel**

Upgrades may be used only if they do not disqualify the traveler from a cheaper fare and are only allowed at the traveler's personal expense.

**Personal Stopovers**

Travelers must pay for any personal stopovers which increase airfare.

**Changes to Tickets**

Changes to tickets must be pre-approved by FSMB's Director of Meetings & Travel. Any additional fare or fee resulting from the change (including for standby travel on an earlier flight) will be at the traveler's expense unless the FSMB is requesting the traveler to make the change.

**Lowest Airfare Definition**

Travelers are expected to book the lowest logical airfare as determined by the travel agency based on the following parameters.

Negotiated Airfares - This could include designated airlines for certain routes, with which the Federation has a negotiated rate.

Routing - Routing requires no more than one stop with one change of plane for each way of a round trip. Routing does not increase the one-way total elapsed trip time (origin to destination) by more than 2 hours.

Time Window - Departure/arrival must be no more than 1 ½ hours before or after requested time for flights of 4 or more hours and 1 hour for flights less than 4 hours.

**Baggage Fees**

The FSMB will reimburse airline charges for up to two checked bags. Overweight baggage fees will not be reimbursed.

**Preferred Seating**

If traveler's seating preference is not available within the "base airfare", the FSMB will reimburse up to \$75 roundtrip to purchase such seating.

Voting Delegates  
Travel Reimbursement Guidelines

**GROUND TRANSPORTATION**

If using rail or personal automobile, the total expense for such travel may not exceed the cost of prevailing coach airfare.

Reimbursement for use of personal autos will be at the prevailing IRS standard mileage rate plus fees for parking and tolls. Other auto expenses (violation tickets, maintenance) are not reimbursable.

Reasonable cab fares and transfers to and from the airport will be reimbursed. **Rental car expenses are not reimbursable.**

**LODGING**

In order to take advantage of the FSMB's scholarship, the Voting Delegate must stay at the host hotel. Hotel costs will be reimbursed at the host hotel's single convention rate for up to **four nights from Wednesday through Saturday nights.**

**MEALS & INCIDENTALS**

Meals (**when not provided**) and incidentals (e.g., tips, phone calls) will be reimbursed up to \$100 per day from Wednesday through Sunday. Consumption of alcohol is at the traveler's personal risk and the FSMB expects the traveler to act responsibly and avoid intoxication.

**Receipts for all meals are required. Itemized restaurant receipts should be submitted. Credit card signature receipts alone may not meet the requirements of this policy. The FSMB does not reimburse on a per diem basis.**

Excessive phone calls, in terms of number or length, will not be reimbursed.

**UNAUTHORIZED EXPENSES**

Miscellaneous personal and business expenses are not reimbursable. These include: expense charges for family members or guests; expenses incurred for business related to other organizations; movies, gift shop purchases, business center, dry cleaning/laundry, and Continuing Medical Education fees.

**SPECIAL TRAVEL ACCOMMODATIONS**

Individuals with documented disabilities as defined under the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) may request special travel accommodations. Individuals requesting special accommodations must provide appropriate documentation to support the request. Requests will be evaluated on an individual basis.

The ADAAA and accompanying regulations define a person with a disability as someone that (1) has a physical or mental impairment that substantially limits one or more major life activities; or (2) has a record of such an impairment; or (3) is regarded as having such an impairment. The purpose of documentation is to validate that the individual is covered under the ADAAA as a disabled individual. The purpose of accommodations is to provide equal access for individuals traveling on behalf of FSMB.

**REIMBURSEMENT FORMS**

The FSMB Request for Reimbursement of Travel Expenses should be completed and submitted to the FSMB's Director of Meetings and Travel within **30 days** following completion of travel. Requests for extensions must be in writing. Reimbursement will not be granted for requests received after **30 days** unless a request for an extension has been submitted.

**Receipts for all individual expenses exceeding \$25 must be attached to the reimbursement request.**