**Section 1925.760 Travel Expenses**

HFSRB members, while serving on the business of HFSRB, shall be reimbursed for actual and necessary travel and subsistance expenses as provided in Section 4(e) of the Act. Additionally, State Board members shall receive actual and necessary travel and subsistence expenses while serving away from their places of residence (as specified in subsection (e) of this Section). Serving on the business of HFSRB includes, but shall not be limited to, attendance at regular, special or committee meetings or public hearings of HFSRB.

a) Eligibility

1) Voting HFSRB members shall be reimbursed through the Agency for travel and subsistence expenses incurred in the performance of their duties as provided by law and/or this Part.

2) Ex-officio members of HFSRB shall request reimbursement for travel and subsistence expenses from their respective agencies as being a form of their official duties.

b) Official Headquarters of Voting Members

For the purpose of calculating travel expenses for State Board members, the member's place of residence will be considered his or her headquarters location.

c) Official Travel Regulations

HFSRB is subject to the travel requirements for the State of Illinois, as published by the Department of Central Management Services and approved and promulgated by the Travel Control Board.

d) Reimbursement Procedures

All claims for reimbursement of travel and subsistence expenses shall be submitted on forms provided for that purpose. Submission of travel reimbursement forms may be made subsequent to each meeting of the State Board, or may be held for submission at the conclusion of each month's individual activity. The Administrator shall be the recipient of the vouchers for administrative processing and approval.

e) Definition of Official Business Requiring Travel

For the purpose of travel expense reimbursement, expenses incurred by HFSRB members shall be considered to be official business of the State and of HFSRB when the expenses are incurred as a participant in the following activities:

1) HFSRB regular, special and committee meetings called by the Chairman through the Administrator.

2) Participation in investigations, hearings, judicial and legislative proceedings, or the like, in connection with a permit or matters arising from the administration of the Act.

3) Participation in public hearings relative to HFSRB rules and/or health facilities standards, criteria or plans.

4) Participation in task forces, ad hoc committees, and other special units prescribed by the HFSRB Chairman.

5) Speaking before interested groups and organizations and meetings with interested persons and government officials, as a representative of HFSRB, for the purpose of:

A) describing the activities of the State Board, its procedures, and the laws governing its purpose, organization and operation; and

B) discussing issues related to health facilities planning.

6) Attendance, as a representative of HFSRB, at meetings conducted by agencies of the State and federal governments, and by national, state and local organizations having a direct interest in health facilities planning, except that attendance at meetings held outside the State shall have the prior approval of the Chairman of the Board, the Administrator, and the Department of Central Management Services.