FY22 Business Travel

Updated July 19, 2021

- For fiscal year 2022, which began July 1, MercyOne continues its path of recovery and emergence from the COVID-19 pandemic. We are resuming business travel, education and consulting with safety and stewardship in mind.
- Colleagues should delay travel until they are fully vaccinated against COVID-19, in line with CDC guidance.
- We are committed to our Core Value of Stewardship. We must continue to be careful with spending as we move forward. We cannot predict COVID-19 or other pandemics and must be prepared for future financial challenges.

Travel

- **Through Dec. 31, 2021, business travel via air is only permitted for essential work.**
- Travel for essential business such as TogetherCare go lives and other work deemed essential by MercyOne senior leaders requires supervisor approval prior to booking travel.
- Colleagues must be verified as fully vaccinated against COVID-19 or have an approved medical or religious vaccination exemption prior to travel.
- Lodging, air travel and other travel details must be booked through our Kronos or Conlon.
- Internal meetings: Small or large group meetings should be held virtually where possible to eliminate need for travel. In-person meetings requiring travel are limited to essential business and MercyOne senior leaders must approve in advance.

Education

- **Internal meetings: Small or large group meetings should be held virtually when possible to eliminate need for travel. In-person meetings requiring travel are limited to essential business and MercyOne senior leaders must approve in advance.**
- MercyOne is committed to professional development and education. Research shows that virtual education can be highly effective in meeting learning objectives and is efficient and cost effective, too.
- As good stewards in FY22 and beyond, we should continue to opt for virtual education whenever possible versus those that require air travel.
- There are many more live, virtual conferences and workshops and on-demand virtual resources available than there were prior to the pandemic.