

College Officials Travel and Expense Disclosure

Policy Statement

Bow Valley College is a responsible steward of public resources and committed to transparency and accountability to College stakeholders demonstrated through effective use of resources and routine public disclosure of expenses reimbursed to senior College officials.

Travel

Expenses incurred by College officials while travelling on College business such as costs of airfare and ground transportation ⁽¹⁾, accommodation, meals, and miscellaneous travel expenses ⁽²⁾.

Hospitality

Expenses incurred by College officials such as provision of food, beverage, accommodation, transportation, and other amenities to individuals who are not engaged in work for BVC. Also includes expenses by College officials attending community/public and government relation events and meeting with donors.

Working Session

Expenses incurred by College officials as part of a working session/internal meetings such as meal expense. The College staff meeting must occur over a period of the day when meals are typically served (e.g., lunch).

Professional Development

Expenses incurred by College officials participating in professional development activities such as conferences, courses, workshops, seminars, field trips, staff meetings and other related activities to enrich their skills and enhance their ability to contribute to College goals. It includes the following costs:

- Airfare and ground transportation ⁽¹⁾, accommodation, meals, incidentals, and miscellaneous reimbursable travel expenses ⁽²⁾ while travelling for professional development.
- Professional memberships and subscriptions and
- Registration fees for internal or external courses, seminars, conferences, etc.

⁽¹⁾ Ground transportation includes taxi, motor coaches (e.g., Red Arrow), rental cars, hotel transportation, public transportation, and personal vehicle used for business travel.
(Note: The College pays per kilometer used as per the prescribed Travel and Hospitality Rates)

⁽²⁾ Miscellaneous travel expenses include parking, personal expense allowance, internet connectivity, communication costs, visa, travel immunization, and laundry/dry cleaning when travel is longer than four consecutive nights.

Quarterly Travel & Expense Report
For the period January 1 to March 31, 2023 (Q3)

Misheck Mwaba President and CEO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Sessions	Professional Development	Total
Gas	Jan 22, 2023	Fuel	\$45				\$45
	Jan 23, 2023	Fuel	\$60				\$60
	Jan 28, 2023	Fuel	\$73				\$73
	Feb 12, 2023	Fuel	\$73				\$73
	Mar 1, 2023	Fuel	\$60				\$60
	Mar 3, 2023	Fuel	\$81				\$81
	Mar 14, 2023	Fuel	\$74				\$74
APSN Retreat in Edmonton	Mar 2-3, 2023	Accommodaton	\$196				\$196
Business Meeting	Jan 27, 2023	Parking	\$10				\$10
	Feb 11, 2023	Parking	\$4				\$4
	Mar 1, 2023	Miscellaneous	\$14				\$14
	Mar 9, 2023	Hosting		\$76			\$76
Business Trip in Edmonton	Jan 23, 2023	Accommodaton	\$317				\$317
	Jan 23, 2023	Parking	\$49				\$49
Business Trip in Ontario	Feb 26, 2023	Meals & Incidentals	\$29				\$29
	Feb 26, 2023	Taxi	\$41				\$41
	Feb 26-28, 2023	Accommodaton	\$626				\$626
	Feb 26-28, 2023	Airfare	\$2,017				\$2,017
	Feb 28, 2023	Taxi	\$41				\$41
CICan Conference in Montreal	Apr 21-27, 20223	Accommodaton	\$310				\$310
	Apr 23-25, 2023	Public Events Registration Fees				\$1,016	\$1,016
Clear Leadership Training	Jan 15, 2023	Taxi	\$129				\$129
	Jan 15-17, 2023	Accommodaton	\$602				\$602
	Jan 15-18, 2023	Airfare	\$340				\$340
	Jan 16, 2023	Taxi	\$32				\$32
	Jan 17, 2023	Taxi	\$10				\$10
	Jan 18, 2023	Taxi	\$203				\$203
	Jan 29, 2023	Taxi	\$178				\$178
	Jan 29-31, 2023	Accommodaton	\$314				\$314
	Jan 29-31, 2023	Airfare	\$448				\$448
	Jan 31, 2023	Taxi	\$103				\$103
TOTAL			\$6,477	\$76	\$0	\$1,016	\$7,568

Quarterly Travel & Expense Report
For the period January 1 to March 31, 2023 (Q3)

Mariano Siciliano							
VP, External							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Sessions	Professional Development	Total
Business Meeting	Jan 5, 2023	Hosting		\$9			\$9
	Jan 5-Feb 9, 2023	Mileage	\$55				\$55
	Feb 13, 2023	Hosting		\$11			\$11
	Feb 22, 2023	Parking	\$28				\$28
	Mar 9, 2023	Taxi	\$38				\$38
	Mar 10, 2023	Parking	\$27				\$27
	Mar 21, 2023	Parking	\$38				\$38
Conversation with Minister Event	Feb 8, 2023	Public Events Registration Fees				\$968	\$968
Zoom Subscription	Jan 2023-Jan 2024	Memberships and Subscriptions				\$203	\$203
TOTAL			\$186	\$21	\$0	\$1,171	\$1,378
Michael Crowe							
VP, Academic							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Sessions	Professional Development	Total
ACC-APSN Meeting in Edmonton	Mar 5, 2023	Airfare	\$733				\$733
	Mar 5-6, 2023	Accommodaton	\$147				\$147
	Mar 6, 2023	Meals & Incidentals	\$20				\$20
	Mar 6, 2023	Parking	\$29				\$29
	Mar 6, 2023	Taxi	\$163				\$163
	Mar 6, 2023	Mileage	\$31				\$31
	Mar 6, 2023	Per Diem	\$8				\$8
Business Meeting	Feb 6, 2023	Hosting		\$48			\$48
	Mar 31, 2023	Airfare	\$734				\$734
Business Travel to Anaheim	Jul 11, 2023	Airfare	\$676				\$676
Business Travel to Dublin	Apr 29, 2023	Airfare	\$2,063				\$2,063
Business Travel to Montreal	Apr 22, 2023	Airfare	\$832				\$832
CICan Conference in Montreal	Apr 23-25, 2023	Public Events Registration Fees				\$1,016	\$1,016
D2L Fusion	Mar 15, 2023	Registration Fees				\$1,057	\$1,057
ICAI Membership	Jan 23, 2023	Memberships and Subscriptions				\$899	\$899
Senior Executive Study Tour	Apr 30-May 5, 2023	Miscellaneous	\$1,500				\$1,500
TOTAL			\$6,938	\$48	\$0	\$2,972	\$9,958

Quarterly Travel & Expense Report
For the period January 1 to March 31, 2023 (Q3)

Vaughn Ravenscroft							
VP, Corporate Services & CIO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Sessions	Professional Development	Total
CAUBO 2023 Annual Conference	May 7-10, 2023	Airfare	\$885				\$885
	May 8-10, 2023	Travel-Miscellaneous				\$1,100	\$1,100
Gartner Analytics Summit	Mar 19, 2023	Travel-Miscellaneous				\$129	\$129
	Mar 19, 2023	Travel-Taxi				\$140	\$140
	Mar 19-22, 2023	Travel-Accommodation				\$1,583	\$1,583
	Mar 19-22, 2023	Travel-Meals & Incidentals				\$388	\$388
TOTAL			\$885	\$0	\$0	\$3,340	\$4,225
Lynn Connell							
VP, Learner Experience							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Sessions	Professional Development	Total
Calgary PSI Indigenous Leadership Meeting	Jan 24, 2023	Parking	\$14				\$14
CICan Conference in Montreal	Apr 23-25, 2023	Public Events Registration Fees				\$1,016	\$1,016
	Apr 23-25, 2023	Travel-Airfare				\$812	\$812
TOTAL			\$14	\$0	\$0	\$1,828	\$1,842