



## 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 <sup>(1)</sup>, accommodation, meals, and miscellaneous travel expenses <sup>(2)</sup>.

### 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 serve (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 <sup>(1)</sup>, accommodation, meals, incidentals, and miscellaneous reimbursable travel expenses <sup>(2)</sup> while travelling for professional development;
- Professional memberships and subscriptions; and
- Registration fees for internal or external courses, seminars, conferences, etc.

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<sup>(1)</sup> 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)

<sup>(2)</sup> 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, 2021 (Q3)**

<b>Misheck Mwaba</b>					
<b>President and CEO</b>					
Purpose	Date	Expense Classification	Travel	Professional Development	Total
Visits to and from College	Dec 12, 2020	Miscellaneous	\$66		\$66
Harvard Business Review	Jan 26, 2021	Memberships and Subscriptions		\$170	\$170
Business/Education publications-Chronicle Store	Mar 15, 2021	Memberships and Subscriptions		\$645	\$645
<b>TOTAL</b>			<b>\$66</b>	<b>\$816</b>	<b>\$881</b>
<b>Mariano Siciliano</b>					
<b>VP, External</b>					
Purpose	Date	Expense Classification	Travel	Professional Development	Total
Event - Engage and Grow: Sales	Feb 10, 2021	Public Events Registration Fees		\$25	\$25
<b>TOTAL</b>				<b>\$25</b>	<b>\$25</b>