

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 October 1 to December 31, 2022 (Q2)

Misheck Mwaba President and CEO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Sessions	Professional Development	Total
Business Forum 2022 in Banff	Sep 22-23, 2022	Accommodaton	\$477				\$477
Gas	Sep 22, 2022	Fuel	\$74				\$74
	Sep 29, 2022	Fuel	\$83				\$83
	Oct 14, 2022	Fuel	\$71				\$71
	Oct 27, 2022	Fuel	\$88				\$88
	Nov 08, 2022	Fuel	\$78				\$78
	Dec 02, 2022	Fuel	\$78				\$78
	Dec 16, 2022	Fuel	\$75				\$75
Calgary Regions Presidents' Meeting	Oct 04, 2022	Parking	\$14				\$14
Business Meeting	Nov 09, 2022	Parking	\$3				\$3
	Nov 24, 2022	Parking	\$5				\$5
	Dec 15, 2022	Parking	\$4				\$4
Hosting BVC Guests	Nov 04, 2022	Hosting		\$147			\$147
	Nov 24, 2022	Hosting		\$105			\$105
	Dec 12, 2022	Hosting		\$79			\$79
CCAE Advancement Summit in Vancouver	Oct 24-26, 2022	Accommodaton	\$497				\$497
		Meals & Incidentals	\$82				\$82
		Parking	\$51				\$51
		Taxi	\$11				\$11
HKCBA Calgary CNY Gala 2023	Oct 28, 2022	Public Events Registration Fees				\$98	\$98
CICan Conference in Ottawa	Nov 27-Dec 01, 2022	Accommodaton	\$1,246				\$1,246
		Airfare	\$751				\$751
		Taxi	\$187				\$187
		Hosting		\$250			\$250
		Public Events Registration Fees				\$550	\$550
		Per Diem	\$217				\$217
Clear Leadership Training	Dec 12, 2022	Registration Fees				\$1,500	\$1,500
CICan Leadership Conference in Halifax	Jun 23-30, 2023	Airfare	\$862				\$862
TOTAL			\$4,955	\$581	\$0	\$2,148	\$7,684

Quarterly Travel & Expense Report
For the period October 1 to December 31, 2022 (Q2)

Mariano Siciliano VP, External								
Purpose	Date	Expense Classification	Travel	Hospitality	Working Sessions	Professional Development	Total	
Leadership Retreat in Kananaskis	Aug 16-18, 2022	Mileage	\$95				\$95	
Business Meeting	Sep 14, 2022	Mileage	\$10				\$10	
	Oct 20, 2022	Mileage	\$2				\$2	
	Oct 31, 2022	Hosting		\$60			\$60	
	Nov 21, 2022	Mileage	\$4				\$4	
	Nov 23, 2022	Mileage	\$5				\$5	
	Nov 24, 2022	Parking	\$4				\$4	
		Hosting			\$108			\$108
	Dec 01, 2022	Mileage	\$38				\$38	
	Dec 02, 2022	Mileage	\$19				\$19	
	Dec 07, 2022	Mileage	\$23				\$23	
	Dec 14, 2022	Mileage	\$9				\$9	
	Dec 15, 2022	Hosting			\$38			\$38
Dec 19, 2022	Mileage	\$3					\$3	
Okotoks Campus Grand Opening	Sep 22, 2022	Mileage	\$21				\$21	
Calgary Foundation Event	Oct 12, 2022	Mileage	\$7				\$7	
Gift of Flowers to Donors	Oct 18, 2022	Hosting		\$107			\$107	
	Nov 08, 2022	Hosting		\$112			\$112	
	Dec 14, 2022	Hosting		\$102			\$102	
CCAE Advancement Summit in Vancouver	Oct 24-26, 2022	Meals & Incidentals	\$483				\$483	
		Mileage	\$30				\$30	
		Travel-Accommodation				\$503	\$503	
		Travel-Meals & Incidentals				\$7	\$7	
		Travel-Parking				\$57	\$57	
HKCBA Calgary CNY Gala 2023	Oct 28, 2022	Public Events Registration Fees				\$98	\$98	
Calgary Chamber Event	Nov 23, 2022	Public Events Registration Fees				\$101	\$101	
CICan Conference in Ottawa	Nov 27-Dec 01, 2022	Registration Fees				\$550	\$550	
		Accommodaton	\$1,331				\$1,331	
		Meals & Incidentals	\$90				\$90	
		Parking	\$122				\$122	
		Mileage	\$3				\$3	
		Travel-Airfare					\$786	\$786
TOTAL			\$2,300	\$526	\$0	\$2,101	\$4,927	

Quarterly Travel & Expense Report
For the period October 1 to December 31, 2022 (Q2)

Michael Crowe							
VP, Academic							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Sessions	Professional Development	Total
Conduct VP Candidate Interviews at Boyden	May 27, 2022	Parking	\$16				\$16
Leadership Retreat in Kananaskis	Aug 16-18, 2022	Mileage	\$103				\$103
		Miscellaneous	\$91				\$91
		Per Diem	\$7				\$7
Business Meeting	Sep 07, 2022	Meals			\$123		\$123
	Sep 22, 2022	Meals			\$35		\$35
Okotoks Campus Grand Opening	Sep 22, 2022	Mileage	\$42				\$42
APSN Meetings	Nov 15-16, 2022	Accommodaton	\$129				\$129
		Meals & Incidentals	\$91				\$91
		Parking	\$57				\$57
		Airfare	\$681				\$681
		Taxi	\$138				\$138
		Per Diem	\$7				\$7
Calgary Chamber Event	Nov 23, 2022	Public Events Registration Fees				\$101	\$101
TOTAL			\$1,363	\$0	\$159	\$101	\$1,622
Vaughn Ravenscroft							
VP, Corporate Services & CIO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Sessions	Professional Development	Total
Annual Educause Conference in Denver	Oct 25-28, 2022	Travel-Per Diem				\$372	\$372
		Travel-Accommodation				\$1,170	\$1,170
		Travel-Taxi				\$307	\$307
Calgary Chamber Event	Nov 23, 2022	Public Events Registration Fees				\$101	\$101
Gartner Analytics Conference in Orlando	Mar 19-22, 2023	Airfare	\$1,135				\$1,135
TOTAL			\$1,135	\$0	\$0	\$1,949	\$3,085