



## 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 includes 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, 2019 (Q2)

Laura Jo Gunter President & CEO						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total
Business Meeting at The Ranchmens Club	May 28, 2019	Hosting		\$62		\$62
Calgary Region Presidents Meeting at SAIT	June 20, 2019	Parking	\$11			\$11
Convergence Forum Conference in Toronto, ON	June 21-25, 2019				\$1,319	\$1,319
		Travel-Accommodation			\$258	\$258
		Travel-Meals & Incidentals			\$25	\$25
		Travel-Airfare			\$851	\$851
		Travel-Taxi			\$184	\$184
Brave New Network Conference in Toronto, ON	June 26, 2019	Registration Fees			\$433	\$433
Stampede Altalink Event	Jul 10, 2019	Taxi	\$15			\$15
Business Meeting (IBM)	Jul 11, 2019	Hosting		\$177		\$177
Business Meeting with Doug Gray	Jul 12, 2019	Taxi	\$16			\$16
Business Meeting (MRU)	Jul 15, 2019	Hosting		\$56		\$56
Pivot Ed Concept Meetings in Ottawa, ON	July 16-21, 2019		\$1,865			\$1,865
		Accommodation	\$472			\$472
		Airfare	\$1,286			\$1,286
		Taxi	\$106			\$106
D2L Meeting in Toronto, ON	Aug 13, 2019	Meals & Incidentals	\$55			\$55
IBM Meeting in Toronto, ON	Aug 21-25, 2019		\$1,986			\$1,986
		Accommodation	\$275			\$275
		Meals & Incidentals	\$64			\$64
		Airfare	\$1,464			\$1,464
		Taxi	\$183			\$183
Business Meeting (U of C)	Sep 6, 2019	Meals & Incidentals	\$92			\$92
	Nov 12, 2019	Parking	\$80			\$80
			\$12			\$12
Business Meetings at Petroleum Club	Sep 13-30, 2019	Meals		\$333		\$333
CCC Presidents Meeting at NAIT in Edmonton, AB	Sep 24-25, 2019		\$847			\$847
		Airfare	\$718			\$718
		Taxi	\$129			\$129
Optimization & Validation Workshop in Edmonton, AB	Sep 24-25, 2019		\$362			\$362
		Accommodation	\$269			\$269
		Taxi	\$92			\$92
CASE Summit in San Diego, CA	Oct 3-4, 2019				\$2,622	\$2,622
		Travel-Accommodation			\$688	\$688
		Travel-Meals & Incidentals			\$119	\$119
		Travel-Airfare			\$1,020	\$1,020
		Travel-Taxi			\$226	\$226
		Registration Fees			\$570	\$570
Top 7 over 70 Awards Dinner	Oct 17, 2019	Taxi	\$9			\$9
Calgary CEO forum 03 - 2019 Retreat in Phoenix, AZ	Oct 19-25, 2019				\$4,699	\$4,699
		Travel-Accommodation			\$1,039	\$1,039
		Travel-Airfare			\$748	\$748
		Travel-Car Lease			\$201	\$201
		Registration Fees			\$2,710	\$2,710
Business Meeting (Telus)	Oct 24, 2019	Hosting		\$48		\$48
Meeting with Jesse Robertson from the Ministry in Edmonton, AB	Oct 28, 2019		\$821			\$821
		Meals & Incidentals	\$37			\$37
		Airfare	\$593			\$593
		Taxi	\$191			\$191
Skills for Jobs Task Force Meeting	Oct 29, 2019	Taxi	\$13			\$13
Business Meeting (NAIT)	Oct 31, 2019	Taxi	\$8			\$8
Business Meeting (Immigrant Services Calgary)	Nov 5, 2019	Hosting		\$10		\$10
COPPOA Meeting in Edmonton, AB	Nov 7, 2019		\$749			\$749
		Airfare	\$656			\$656
		Taxi	\$93			\$93
Business Meeting (SAIT)	Nov 15, 2019	Parking	\$8			\$8
2019 Enbridge Event featuring Lara Murphy	Nov 18, 2019	Public Events Registration Fees		\$93		\$93
Meeting with Ministers in Edmonton, AB	Dec 2, 2019	Airfare	\$628			\$628
Meeting with IBM and D2L Representatives			\$793			\$793
	Dec 17, 2019	Airfare	\$390			\$390
	Dec 28, 2019	Airfare	\$403			\$403
<b>TOTAL</b>			<b>\$8,278</b>	<b>\$780</b>	<b>\$9,073</b>	<b>\$18,131</b>

**Quarterly Travel & Expense Report**  
For the period October 1 to December 31, 2019 (Q2)

Misheck Mwaba VP, Academic						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total
Convergence Forum Conference in Toronto, ON	June 21-26, 2019	Meals & Incidentals	\$25			\$25
Business Meeting at Borden Ladner	July 24, 2019	Taxi	\$9			\$9
BVC/IBM/Ametros Learning Meeting in Markham, ON	Aug 21-22, 2019	Meals & Incidentals	\$91			\$91
		Per Diem	\$84			\$84
Business Meetings in Edmonton, AB	Sep 20, 2019		\$7			\$7
		Meals & Incidentals	\$81			\$81
Business Meetings in Edmonton, AB	Sep 20, 2019	Meals & Incidentals	\$65			\$65
		Mileage	\$15			\$15
Future of Health Conference in New York, NY	Oct 1-3, 2019				\$5,675	\$5,675
		Travel-Accommodation			\$2,371	\$2,371
		Travel-Meals & Incidentals			\$47	\$47
		Travel-Airfare			\$809	\$809
		Travel-Taxi			\$397	\$397
		Travel-Per Diem			\$23	\$23
Registration Fees			\$2,028	\$2,028		
Business Meeting (IBM)	Oct 6, 2019	Hosting		\$72		\$72
Business Meeting (MRU)	Oct 16, 2019	Hosting	\$6	\$41		\$47
		Parking	\$6	\$41		\$41
Concordia University Meetings and Tour in Edmonton, AB	Oct 23-24, 2019		\$669			\$669
		Accommodation	\$347			\$347
		Meals & Incidentals	\$58			\$58
		Airfare	\$155			\$155
		Taxi	\$59			\$59
		Mileage	\$15			\$15
		Per Diem	\$7			\$7
Parking	\$28			\$28		
Calgary Chamber of Commerce Minister Toews Event	Oct 25, 2019	Public Events Registration Fees		\$90		\$90
Micro-Credential Standards Meeting with VPA's	Oct 28, 2019	Hosting		\$420		\$420
		Hosting		\$157		\$157
		Hosting		\$163		\$163
NSERC Meeting at Olds College	Oct 30, 2019	Hosting		\$100		\$100
		Mileage	\$85			\$85
Provincial Budget Meeting in Edmonton, AB	Nov 7, 2019		\$662			\$662
		Meals & Incidentals	\$47			\$47
		Airfare	\$538			\$538
Provosts Meeting at University of Calgary	Nov 12, 2019	Taxi	\$78			\$78
Provosts Meeting at University of Calgary	Nov 12, 2019	Parking	\$19			\$19
Business Meeting (LinkedIn)	Nov 21, 2019	Taxi	\$56			\$56
Business Meeting with VPA SAIT	Nov 22, 2019	Miscellaneous	\$7			\$7
Business Meeting in Edmonton AI Pathways Steering Committee	Dec 1-2, 2019	Airfare	\$598			\$598
<b>TOTAL</b>			<b>\$2,308</b>	<b>\$623</b>	<b>\$5,675</b>	<b>\$8,607</b>
Vaughn Ravenscroft VP, Strategy & Chief Information Officer						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total
Business Meetings in Toronto, ON	Aug 13-14, 2019		\$232			\$232
		Meals & Incidentals	\$77			\$77
Educause 2019 Conference in Chicago, IL	Aug 21-22, 2019	Meals & Incidentals	\$154			\$154
					\$2,134	\$2,134
Educause 2019 Conference in Chicago, IL	Oct 14-18, 2019	Travel-Accommodation			\$1,421	\$1,421
		Travel-Meals & Incidentals			\$488	\$488
		Travel-Taxi			\$226	\$226
Educause Membership Fee	Oct-Dec 2019	Memberships and Subscriptions			\$1,089	\$1,089
CASCON AI Conference in Markham, ON	Nov 4-6, 2019				\$1,699	\$1,699
		Travel-Accommodation			\$376	\$376
		Travel-Meals & Incidentals			\$205	\$205
		Travel-Airfare			\$862	\$862
AAHEIT Meeting in SAIT	Dec 9-10, 2019	Travel-Taxi			\$255	\$255
AAHEIT Meeting in SAIT	Dec 9-10, 2019	Meals & Incidentals	\$59			\$59
			\$996			\$996
Meeting with D2L in Kitchener, ON	Dec 17-18, 2019	Meals & Incidentals	\$127			\$127
		Airfare	\$868			\$868
<b>TOTAL</b>			<b>\$1,287</b>		<b>\$4,921</b>	<b>\$6,208</b>

**Quarterly Travel & Expense Report**  
For the period October 1 to December 31, 2019 (Q2)

Catherine Koch							
VP, Learner Services and CFO							
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total	
Business Meeting with CFO PSI Group	Oct 10, 2019	Parking	\$4			\$4	
SSSO Meeting in Edmonton, AB	Oct 16-17, 2019		\$442			\$442	
		Accommodation	\$138			\$138	
		Meals & Incidentals	\$47			\$47	
		Mileage	\$250			\$250	
		Per Diem	\$7			\$7	
Calgary Chamber of Commerce Minister Toews Event	Oct 25, 2019	Public Events Registration Fees		\$90		\$90	
Ernst & Young	Oct 31, 2019	Hosting		\$148		\$148	
AACRAO 2019 SEM Conference in Dallas, TX, USA	Nov 3-7, 2019				\$1,372	\$1,372	
		Travel-Accommodation			\$714	\$714	
		Travel-Meals & Incidentals			\$270	\$270	
		Travel-Airfare			\$64	\$64	
		Travel-Taxi			\$274	\$274	
		Travel-Mileage			\$14	\$14	
Business Meeting in Edmonton, AB	Nov 7, 2019		\$527			\$527	
		Airfare	\$471			\$471	
AUPE Office Visit	Nov 14-15, 2019	Parking	\$56			\$56	
SBO Meeting in Edmonton, AB	Nov 27-28, 2019	Mileage	\$12			\$12	
2019 CPA Canada's Conference for Finance & Audit Committee	Dec 8-10, 2019		\$330			\$330	
		Meals & Incidentals	\$47			\$47	
		Mileage	\$276			\$276	
		Per Diem	\$7			\$7	
2019 CPA Canada's Conference for Finance & Audit Committee	Dec 8-10, 2019	Travel-Airfare			\$2,362	\$2,362	
		Registration Fees			\$613	\$613	
					\$1,749	\$1,749	
<b>TOTAL</b>			<b>\$1,314</b>	<b>\$239</b>	<b>\$3,734</b>	<b>\$5,286</b>	
Mariano Siciliano							
VP, External							
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total	
Off Campus Meetings	July 1-5, 2019		\$38			\$38	
	Sep 12-27, 2019	Mileage	\$16			\$16	
Offsite Event	Sep 27, 2019	Mileage	\$22			\$22	
			\$12			\$12	
Meeting with Business Partner	Oct 22, 2019	Parking	\$8			\$8	
		Parking	\$4			\$4	
	Sep 27, 2019	Hosting	\$27	\$82		\$109	
CASE Summit in San Diego, CA	Nov 8, 2019			\$82		\$82	
			\$27			\$27	
CASE Summit in San Diego, CA	Oct 1-4, 2019				\$1,477	\$1,477	
		Travel-Accommodation			\$1,018	\$1,018	
		Travel-Meals & Incidentals			\$281	\$281	
		Travel-Mileage			\$16	\$16	
		Travel-Per Diem			\$48	\$48	
Offsite Business Meeting	Nov 28, 2019	Travel-Parking			\$114	\$114	
			\$12	\$304		\$317	
		Oct 7, 2019	Mileage	\$2			\$2
		Oct 8, 2019	Hosting		\$80		\$80
		Oct 9, 2019	Hosting		\$78		\$78
		Oct 21, 2019	Mileage	\$1			\$1
		Oct 21, 2019	Hosting		\$72		\$72
		Oct 25, 2019	Hosting		\$8		\$8
		Oct 29, 2019	Hosting		\$66		\$66
		Nov 4, 2019	Mileage	\$2			\$2
		Nov 5, 2019	Parking	\$2			\$2
		Nov 8, 2019	Mileage	\$1			\$1
		Nov 22, 2019	Mileage	\$2			\$2
		Nov 28, 2019	Mileage	\$2			\$2
		Daughter Creative Presentation for BVC Brand	Nov 5, 2019	Parking	\$10		
The School of Public Policy Event-The UCP'S First Budget	Nov 5, 2019	Public Events Registration Fees		\$29		\$29	
Business Meeting in Edmonton, AB	Nov 6, 2019	Airfare	\$526			\$526	
<b>TOTAL</b>			<b>\$624</b>	<b>\$415</b>	<b>\$1,477</b>	<b>\$2,517</b>	

**Quarterly Travel & Expense Report**  
**For the period October 1 to December 31, 2019 (Q2)**

Donna Schendel Associate Vice President, Human Resources						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total
Meeting with Candidate	Sep 26, 2019	Hosting		\$40		\$40
Staff Meeting				\$486		\$486
	Sep 26, 2019	Hosting		\$196		\$196
	Oct 3, 2019	Hosting		\$290		\$290
Queens University IRC-Performance Management in Toronto, ON	Oct 15-17, 2019				\$887	\$887
		Travel-Accommodation			\$528	\$528
		Travel-Meals & Incidentals			\$159	\$159
		Travel-Taxi			\$178	\$178
		Travel-Per Diem			\$22	\$22
Benefits Consortium Meeting at Norquest in Edmonton, AB	Nov 12, 2019		\$539			\$539
		Meals & Incidentals	\$52			\$52
		Airfare	\$344			\$344
		Taxi	\$115			\$115
		Parking	\$28			\$28
2019 Field Law Post-Secondary Summit in Calgary, AB	Nov 28, 2019	Registration Fees			\$228.71	\$229
<b>TOTAL</b>			<b>\$539</b>	<b>\$527</b>	<b>\$1,116</b>	<b>\$2,181</b>