

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, 2022 (Q3)

Misheck Mwaba President and CEO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Gas for Business Travel	Feb 7, 2022	Fuel	\$82				\$82
	Feb 19, 2022	Fuel	\$88				\$88
	Mar 12, 2022	Fuel	\$96				\$96
	Mar 22, 2022	Fuel	\$90				\$90
Harvard Seminar for New President	Jan 2022	Registration Fees				\$846	\$846
	Feb 2022	Registration Fees				\$846	\$846
	Mar 2022	Registration Fees				\$846	\$846
	June 4-11, 2022	Airfare				\$610	\$610
Business meetings	Feb 10, 2022	Hosting		\$106			\$106
	Feb 11, 2022	Hosting		\$72			\$72
	Mar 1, 2022	Hosting		\$59			\$59
	Mar 14, 2022	Hosting		\$109			\$109
	Mar 17, 2022	Hosting		\$182			\$182
STEM Grant Announcement in Edmonton	Mar 7-8, 2022	Accommodation	\$175				\$175
		Meals & Incidentals	\$30				\$30
		Airfare	\$885				\$885
		Taxi	\$239				\$239
		Hosting		\$108			\$108
Council of Post-Secondary Presidents of Alberta	Mar 17-18, 2022	Accommodation	\$175				\$175
		Miscellaneous	\$10				\$10
CiCan Conference in Halifax	Apr 25-27, 2022	Registration Fees				\$740	\$740
		Airfare				\$1,873	\$1,873
CiCan Conference in Vancouver	June 25-30, 2022	Airfare				\$348	\$348
TOTAL			\$1,870	\$636		\$6,109	\$8,615

Quarterly Travel & Expense Report
For the period January 1 to March 31, 2022 (Q3)

Catherine Koch							
VP, Learner Services and CFO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Webinar - Train employees relative to Legislative Compliance	Jan 14, 2022	Registration Fees				\$46	\$46
Gifts to outgoing Chair of SBO group meeting	Jan 31, 2022	Hosting		\$86			\$86
Canada UAE Educational Partnership Forum Dubai	Mar 17-30, 2022	Accommodation	\$1,888				\$1,888
		Meals & Incidentals	\$2,484				\$2,484
		Airfare	\$2,914				\$2,914
		Taxi	\$60				\$60
		Mileage	\$27				\$27
		Per Diem	\$128				\$128
		Miscellaneous	\$54				\$54
TOTAL			\$7,554	\$86		\$46	\$7,686
Mariano Siciliano							
VP, External							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Business Meetings	Dec 15, 2021	Hosting		\$174			\$174
	Feb 22, 2022	Taxi	\$12				\$12
	Feb 3-Mar 14, 2022	Meals & Incidentals	\$91				\$91
	Feb 3-Mar 14, 2022	Mileage	\$68				\$68
	Mar 21, 2022	Hosting			\$100		\$100
Attend opening of legislature	Feb 22-23, 2022	Accommodation	\$158				\$158
		Meals & Incidentals	\$17				\$17
		Parking	\$57				\$57
		Airfare	\$740				\$740
		Taxi	\$153				\$153
Ranchmen's Club membership	Mar 18, 2022	Hosting		\$106			\$106
CiCan Conference in Halifax	Apr 25-27, 2022	Airfare				\$824	\$824
		Registration Fees				\$1,130	\$1,130
TOTAL			\$1,295	\$380		\$1,954	\$3,629

Quarterly Travel & Expense Report
For the period January 1 to March 31, 2022 (Q3)

Vaughn Ravenscroft							
VP, Strategy & Chief Information Officer							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Webinar -Train employees relative to Legislative Compliance	Jan 14, 2022	Registration Fees				\$46	\$46
TOTAL						\$46	\$46
Donna Schendel							
Associate Vice President, Human Resources							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Webinar -Train employees relative to Legislative Compliance	Jan 14, 2022	Registration Fees				\$46	\$46
TOTAL						\$46	\$46
Michael Crowe							
VP, Academic							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Attend meetings and convocation	Nov 29-Dec 01, 2021	Accommodation	\$439				\$439
		Meals & Incidentals	\$77				\$77
		Parking	\$87				\$87
		Mileage	\$228				\$228
		Per Diem	\$15				\$15
VPA Team Planning Day	Feb 14-15, 2022	Meals			\$1,610		\$1,610
	Mar 18, 2022	Meals			\$232		\$232
STEM Grant Announcement in Edmonton	Mar 7-8, 2022	Accommodation	\$178				\$178
		Airfare	\$885				\$885
CiCan Conference in Halifax	Apr 25-27, 2022	Registration Fees				\$1,320	\$1,320
		Accommodation				\$506	\$506
		Airfare				\$1,167	\$1,167
TOTAL			\$1,909		\$1,842	\$2,993	\$6,744