

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 April 1 to June 30, 2022 (Q4)

Misheck Mwaba President and CEO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working	Professional	Total
Gas for Business Travel	Apr 6, 2022	Fuel	\$82				\$82
	Apr 11, 2022	Fuel	\$86				\$86
	May 10, 2022	Fuel	\$90				\$90
	June 2, 2022	Fuel	\$100				\$100
Vehicle Maintenance	Apr 9, 2022	Vehicle Maintenance	\$342				\$342
Travel Per Diem	Apr 22-June 30, 2022	Per Diem	\$355				\$355
Digital Book Subscription	Apr 13, 2022	Memberships and Subscriptions				\$64	\$64
CiCan Conference in Halifax	Apr 21-27, 2022	Accommodation	\$1,574				\$1,574
		Meals & Incidentals	\$43				\$43
		Taxi	\$122				\$122
Harvard Seminar for New President	Apr 2022	Registration Fees				\$846	\$846
	May 2022	Registration Fees				\$846	\$846
	June 2022	Registration Fees				\$846	\$846
	June 4-11, 2022	Accommodation	\$1,705				\$1,705
Taxi		\$180				\$180	
Business Meetings in Edmonton	Apr 6-7, 2022	Accommodation	\$225				\$225
		Meals & Incidentals	\$57				\$57
		Taxi	\$26				\$26
Business Meetings in Calgary	Apr 11, 2022	Hosting		\$403			\$403
	Apr 12, 2022	Parking	\$2				\$2
	May 7, 2022	Parking	\$8				\$8
	June 1, 2022	Parking	\$10				\$10
Business Meetings in Toronto	May 8-9, 2022	Accommodation	\$375				\$375
		Airfare	\$1,162				\$1,162
		Miscellaneous	\$24				\$24
		Taxi	\$181				\$181
	May 23-25, 2022	Accommodation	\$352				\$352
		Airfare	\$2,280				\$2,280
Taxi		\$258				\$258	
		Hosting		\$60		\$60	
Inside Higher Ed Annual Membership	June 17, 2022	Memberships and Subscriptions				\$160	\$160
D2L Conference Boston	July 19-23, 2022	Airfare	\$1,311				\$1,311
		Registration Fees				\$924	\$924
TOTAL			\$10,951	\$463		\$3,685	\$15,100

Quarterly Travel & Expense Report
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Catherine Koch							
VP, Learner Services and CFO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working	Professional	Total
Cacuss Institutional Membership	Apr 20, 2022	Memberships and Subscriptions				\$320	\$320
Business Meetings	Apr 28, 2022	Parking	\$6				\$6
	May 27, 2022	Hosting		\$66			\$66
Canada UAE Educational Partnership Forum Dubai	Mar 30, 2022	Accommodation	\$170				\$170
SBO Meeting	May 12-13, 2022	Accommodation	\$126				\$126
		Meals & Incidentals	\$50				\$50
		Taxi	\$24				\$24
		Mileage	\$281				\$281
		Per Diem	\$7				\$7
CPA Annual Membership Fee	May 18, 2022	Memberships and Subscriptions				\$1,124	\$1,124
NAFSA Conference	May 29-June 4, 2022	Airfare	\$1,147				\$1,147
		Accommodation	\$1,916				\$1,916
		Meals & Incidentals	\$683				\$683
		Parking	\$3				\$3
		Taxi	\$184				\$184
		Mileage	\$27				\$27
		Per Diem	\$67				\$67
		Miscellaneous	\$162				\$162
2022 Annual ESG Symposium National Conference	June 2, 2022	Registration Fees				\$406	\$406
TOTAL			\$4,852	\$66		\$1,850	\$6,768
Mariano Siciliano							
VP, External							
Purpose	Date	Expense Classification	Travel	Hospitality	Working	Professional	Total
CiCan Conference in Halifax	Apr 24-28, 2022	Accommodation	\$700				\$700
		Meals & Incidentals	\$270				\$270
		Parking	\$122				\$122
		Taxi	\$65				\$65
Business Meetings	Mar 14, 2022	Hosting		\$122			\$122
	Apr 19, 2022	Meals & Incidentals	\$65				\$65
	May 7, 2022	Parking	\$10				\$10
	May 26, 2022	Hosting		\$58			\$58
	May 31, 2022	Hosting		\$59			\$59
	June 8, 2022	Hosting		\$265			\$265
Trip to India- Vaccine & Visa Fee	June 2, 2022	Mileage	\$41				\$41
		Miscellaneous	\$297				\$297
TOTAL			\$1,570	\$503			\$2,074

Quarterly Travel & Expense Report
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Michael Crowe							
VP, Academic							
Purpose	Date	Expense Classification	Travel	Hospitality	Working	Professional	Total
CiCan Conference in Halifax	Apr 24-28, 2022	Accommodation	\$506				\$506
		Meals & Incidentals	\$181				\$181
		Parking	\$74				\$74
		Taxi	\$76				\$76
		Hosting		\$226			\$226
		Per Diem	\$36				\$36
		Miscellaneous	\$34				\$34
VPA Team Planning Day	May 5, 2022	Meals			\$237		\$237
STEM Grant Announcement in Edmonton	Mar 7, 2022	Parking	\$30				\$30
Toronto Networking	May 8-10, 2022	Airfare	\$1,441				\$1,441
		Accommodation	\$837				\$837
		Meals & Incidentals	\$70				\$70
		Parking	\$85				\$85
		Taxi	\$213				\$213
		Per Diem	\$22				\$22
CCC VPA Meeting	June 16, 2022	Meals			\$273		\$273
	June 22, 2022	Meals			\$213		\$213
TOTAL			\$3,606	\$226	\$723		\$4,554
Donna Schendel							
Associate Vice President, Human Resources							
Purpose	Date	Expense Classification	Travel	Hospitality	Working	Professional	Total
Conduct Interviews/Business Meetings in Calgary	May 2-7, 2022	Airfare	\$175				\$175
		Meals & Incidentals	\$453				\$453
		Parking	\$15				\$15
		Per Diem	\$36				\$36
	May 26-June 1, 2022	Airfare	\$335				\$335
		Meals & Incidentals	\$543				\$543
		Per Diem	\$44				\$44
		Car Lease	\$917				\$917
	June 22-23, 2022	Airfare	\$833				\$833
		Meals & Incidentals	\$91				\$91
		Taxi	\$166				\$166
		Per Diem	\$7				\$7
Car Lease		\$580				\$580	
TOTAL			\$4,194				\$4,194

Quarterly Travel & Expense Report
For the period April 1 to June 30, 2022 (Q4)

Vaughn Ravenscroft							
VP, Strategy & Chief Information Officer							
Purpose	Date	Expense Classification	Travel	Hospitality	Working	Professional	Total
ShareIT Oversight Committee Meeting	June 1-2, 2022	Accommodation	\$168				\$168
		Mileage	\$132				\$132
		Per Diem	\$218				\$218
CIO Association of Canada annual Membership	June 8, 2022	Memberships and Subscriptions				\$788	\$788
Finance for NonFinancial Professional Program	June 12-15, 2022	Airfare	\$827				\$827
		Registration Fees				\$3,500	\$3,500
		Travel-Accommodation				\$1,514	\$1,514
		Travel-Taxi				\$77	\$77
		Travel-Miscellaneous				\$24	\$24
TOTAL			\$1,345			\$5,902	\$7,247