

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 July 1 to September 30, 2022 (Q1)

Misheck Mwaba President and CEO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Sessions	Professional Development	Total
Gas	June 23, 2022	Fuel	\$104				\$104
	June 30, 2022	Fuel	\$47				\$47
	July 11, 2022	Fuel	\$98				\$98
	July 26, 2022	Fuel	\$151				\$151
	July 28, 2022	Fuel	\$100				\$100
	July 29, 2022	Fuel	\$97				\$97
	July 30, 2022	Fuel	\$71				\$71
	Aug 05, 2022	Fuel	\$89				\$89
	Aug 06, 2022	Fuel	\$325				\$325
	Aug 11, 2022	Fuel	\$87				\$87
	Aug 21, 2022	Fuel	\$73				\$73
	Aug 24, 2022	Fuel	\$79				\$79
	Sep 07, 2022	Fuel	\$72				\$72
	Sep 08, 2022	Fuel	\$76				\$76
	Business Trip in Vancouver	June 24-30, 2022	Taxi	\$123			
Car Rental			\$1,469				\$1,469
Business Meeting	July 06, 2022	Parking	\$7				\$7
	July 08, 2022	Miscellaneous	\$45				\$45
	July 11, 2022	Taxi	\$43				\$43
	July 12, 2022	Taxi	\$124				\$124
	Aug 02, 2022	Hosting		\$64			\$64
	Sep 02, 2022	Parking	\$23				\$23
Business Trip in Boston	July 19-23, 2022	Accommodaton	\$1,736				\$1,736
		Taxi	\$153				\$153
Business Trip in Edmonton	Aug 10-11, 2022	Accommodaton	\$327				\$327
		Meals & Incidentals	\$99				\$99
		Parking	\$15				\$15
	Sep 07-08, 2022	Accommodaton	\$327				\$327
		Taxi	\$9				\$9
Higher Education Leadership Special Report	Aug 12, 2022	Memberships and Subscriptions				\$209	\$209
Leadership Retreat in Kananaskis	Aug 16-18, 2022	Miscellaneous	\$46				\$46
CCC Presidents Meeting	Aug 22-23, 2022	Accommodaton	\$639				\$639
Annual LinkedIn Membership	Aug 2022-July 2023	Memberships and Subscriptions				\$832	\$832
Alberta Newcomers Award Ceremony	Sep 21, 2022	Parking	\$23				\$23
CCAE Advancement Summit in Vancouver	Oct 24-26, 2022	Registration Fees				\$387	\$387
		Airfare	\$403				\$403
Trip to Montreal	Apr 20-26, 2023	Airfare	\$825				\$825
TOTAL			\$7,906	\$64	\$0	\$1,427	\$9,396

Quarterly Travel & Expense Report
For the period July 1 to September 30, 2022 (Q1)

Mariano Siciliano							
VP, External							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Sessions	Professional Development	Total
Business Meeting	July 07, 2022	Parking	\$28				\$28
	Aug 31, 2022	Hosting		\$117			\$117
	Sep 22, 2022	Parking	\$28				\$28
Rogers Stampede Event	July 11, 2022	Taxi	\$8				\$8
Leadership Retreat in Kananaskis	Aug 16-18, 2022	Miscellaneous	\$46				\$46
Team Building Event	Aug 25, 2022	Registration Fees				\$989	\$989
Conversation with Calgary Mayor Event	Aug 31, 2022	Public Events Registration Fees				\$97	\$97
Medal Ceremony Event	Sep 21, 2022	Parking	\$24				\$24
CCAЕ Advancement Summit in Vancouver	Oct 24-26, 2022	Registration Fees				\$387	\$387
		Airfare	\$443				\$443
TOTAL			\$578	\$117	\$0	\$1,472	\$2,168
Michael Crowe							
VP, Academic							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Sessions	Professional Development	Total
Conversation with Calgary Mayor Event	Aug 31, 2022	Public Events Registration Fees				\$97	\$97
TOTAL			\$0	\$0	\$0	\$97	\$97
Vaughn Ravenscroft							
VP, Corporate Services & CIO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Sessions	Professional Development	Total
Leadership Retreat in Kananaskis	Aug 16-18, 2022	Mileage	\$98				\$98
Okotoks Campus Grand Opening	Sep 22, 2022	Mileage	\$43				\$43
Annual Educause Conference in Denver	Oct 25-28, 2022	Airfare	\$543				\$543
		Travel-Miscellaneous				\$1,178	\$1,178
TOTAL			\$683	\$0	\$0	\$1,178	\$1,862
Lynn Connell							
VP, Learner Experience							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Sessions	Professional Development	Total
Conversation with Calgary Mayor Event	Aug 31, 2022	Public Events Registration Fees				\$97	\$97
TOTAL			\$0	\$0	\$0	\$97	\$97