

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, 2024 (Q4)

Misheck Mwaba President and CEO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Edmonton Trip to Meet DM	Mar 8, 2024	Meals & Incidentals	\$42				\$42
BHER Meeting	Mar 26-28, 2024						
		Airfare	\$1,371				\$1,371
		Accommodation	\$822				\$822
		Meals & Incidentals	\$181				\$181
		Taxi	\$86				\$86
Business Meetings	Mar 26 - June 17, 2024	Per Diem	\$108				\$108
	Apr 11, 2024	Per Diem		\$170			\$170
	Apr 23, 2024	Hosting		\$54			\$54
	Apr 25, 2024	Hosting		\$57			\$57
	Apr 30, 2024	Taxi	\$9				\$9
	May 2, 2024	Hosting		\$94			\$94
	May 5, 2024	Taxi	\$67				\$67
	June 5, 2024	Taxi	\$10				\$10
	June 20, 2024	Taxi	\$20				\$20
Strategic Council Retreat	Apr 5, 2024	Meals			\$1,871		\$1,871
Gas for College Vehicle	Apr 10, 2024	Miscellaneous	\$95				\$95
	May 25, 2024	Fuel	\$87				\$87
Microsoft Meeting in Seattle	Apr 15-17, 2024						
		Accommodation	\$472				\$472
		Meals & Incidentals	\$336				\$336
		Taxi	\$443				\$443
ASET Conference	Apr 19-20, 2024						
		Accommodation	\$624				\$624
		Taxi	\$51				\$51
		Miscellaneous	\$11				\$11
CICan 2024 Connection Conference	May 1, 2024	Registration Fees				\$500	\$500
Year-End Social & DEP Class Reunion	May 30, 2024	Public Events Registration Fees				\$71	\$71
NSERC Conference	June 11-13, 2024						
		Parking	\$3				\$3
		Taxi	\$32				\$32
		Hosting		\$61			\$61
		Miscellaneous	\$7				\$7
Inside Higher Ed Membership	June 17, 2024	Memberships and Subscriptions				\$168	\$168
CICan Leadership Meeting in Kelowna	June 21-28, 2024						
		Taxi	\$26				\$26
		Meals & Incidentals	\$223				\$223
TOTAL			\$5,125	\$435	\$1,871	\$739	\$8,169

Quarterly Travel & Expense Report
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Tasneem Rahim VP, External							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Strategic Council Meeting	Apr 9, 2024						
		Parking	\$18				\$18
		Taxi	\$9				\$9
		Mileage	\$49				\$49
		Hosting		\$164			\$164
CICan 2024 Connection Conference	Apr 29 - May 1, 2024	Registration Fees				\$1,495	\$1,495
Business Meetings	Apr 13, 2024	Parking	\$5				\$5
	May 2, 2024	Parking	\$5				\$5
	May 3, 2024	Parking	\$31				\$31
	May 7, 2024	Mileage	\$50				\$50
	May 7, 2024	Hosting		\$85			\$85
	May 10, 2024	Hosting		\$58			\$58
	May 14, 2024	Hosting		\$42			\$42
	June 10, 2024	Parking	\$2				\$2
2024 CCAE Conference in St. John	May 20-25, 2024						
		Accommodation	\$1,124				\$1,124
		Meals & Incidentals	\$110				\$110
		Taxi	\$176				\$176
		Per Diem	\$21				\$21
		Public Events Registration Fees				\$146	\$146
AFP Membership	June 2, 2024	Memberships and Subscriptions				\$370	\$370
Meeting with Ministers of Kenya & India in Ottawa	June 11-14, 2024						
		Accommodation	\$1,358				\$1,358
		Meals & Incidentals	\$204				\$204
		Airfare	\$1,081				\$1,081
		Taxi	\$285				\$285
		Per Diem	\$36				\$36
BC International Education Week	June 23-26, 2024						
		Accommodation	\$654				\$654
		Meals & Incidentals	\$94				\$94
		Taxi	\$144				\$144
		Per Diem	\$14				\$14
		Travel-Airfare				\$392	\$392
		Hosting		\$30			\$30
Chamber Stampede Party	July 8, 2024	Public Events Registration Fees				\$36	\$36
AXIS Connect Stampede	July 9, 2024	Public Events Registration Fees				\$21	\$21
TOTAL			\$5,470	\$379		\$2,459	\$8,307

Quarterly Travel & Expense Report
For the period April 1 to June 30, 2024 (Q4)

Lynn Connell VP, Learner Experience							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Business Meetings	Apr 9, 2024	Parking	\$25				\$25
	Apr 22, 2024	Hosting		\$86			\$86
CICan 2024 Connection Conference	Apr 30, 2024	Registration Fees				\$470	\$470
SURGE Event	May 2, 2024	Parking	\$17				\$17
2024 Deloitte Future Focus in Edmonton	May 15-16, 2024						
		Accommodation	\$258				\$258
		Meals & Incidentals	\$52				\$52
		Parking	\$29				\$29
		Mileage	\$319				\$319
		Per Diem	\$14				\$14
CACUSS 2024 Conference	June 4-6, 2024	Registration Fees				\$110	\$110
TalentED YYC Meeting in Edmonton	June 16-17, 2024						
		Meals & Incidentals	\$85				\$85
		Per Diem	\$14				\$14
TTNED and BVC Meet	June 26, 2024	Mileage	\$27				\$27
Chamber Stampede Party	July 8, 2024	Public Events Registration Fees				\$21	\$21
AXIS Connect Stampede	July 9, 2024	Public Events Registration Fees				\$36	\$36
TOTAL			\$841	\$86		\$637	1,564
Vaughn Ravenscroft VP, Strategy & Chief Information Officer							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
CPA Heritage Retreat	Apr 9, 2024	Parking	\$26				\$26
Microsoft Executive Briefing in Washington	Apr 15-17, 2024						
		Accommodation	\$490				\$490
		Meals & Incidentals	\$325				\$325
		Taxi	\$136				\$136
		Per Diem	\$44				\$44
CICan 2024 Connection Conference	Apr 29, 2024	Registration Fees				\$1,495	\$1,495
CIO Association of Canada Subscription	May 15, 2024	Memberships and Subscriptions				\$762	\$762
Business Meeting in Edmonton	June 10-11, 2024						
		Accommodation	\$345				\$345
		Mileage	\$329				\$329
		Per Diem	\$14				\$14
Chamber Stampede Party	July 8, 2024	Public Events Registration Fees				\$36	\$36
SIGGRAPH 2024 in Denver	July 28 - Aug 1, 2024						
		Airfare	\$480				\$480
		Registration Fees				\$1,534	\$1,534
TOTAL			\$2,187			\$3,827	\$6,015

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Michael Crowe VP, Academic							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
OLC Conference in Denver	Apr 11-12, 2024						
		Meals & Incidentals	\$170				\$170
		Taxi	\$134				\$134
Microsoft Executive Briefing in Washington	Apr 15-18, 2024						
		Accommodation	\$950				\$950
		Meals & Incidentals	\$189				\$189
		Taxi	\$104				\$104
		Per Diem	\$44				\$44
		Parking	\$178				\$178
		Hosting		\$322			\$322
Gift cards for CPQR Survey	Apr 29, 2024	Hosting		\$900			\$900
CICan 2024 Connection Conference	Apr 29-30, 2024	Public Events Registration Fees				\$1,050	\$1,050
CLaS Program in Victoria	May 20-23, 2024						
		Accommodation	\$58				\$58
		Meals & Incidentals	\$123				\$123
		Airfare	\$759				\$759
		Taxi	\$173				\$173
		Per Diem	\$28				\$28
		Parking	\$132				\$132
Deans' Team Building	June 14, 2024						
		Hosting		\$534			\$534
		Meals			\$252		\$252
TOTAL			\$3,042	\$1,757	\$252	\$1,050	\$6,100