



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 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 ⁽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 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 April 1 to June 30, 2019 (Q4)

Laura Jo Gunter President & CEO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Business Meeting with BMO	Mar 12, 2019	Hosting		\$97			\$97
Business Meeting with Public Board Member	Mar 15, 2019	Hosting		\$41			\$41
Annual Immigrants of Distinction Awards	Mar 15, 2019	Taxi	\$34				\$34
Women Investing in Women Special Event	Mar 19, 2019	Taxi	\$24				\$24
Business Meeting with Business Advisory Services	Mar 20, 2019	Hosting		\$11			\$11
COPPOA Meeting in Edmonton	Mar 21-23, 2019		\$122				\$122
		Taxi	\$89				\$89
		Meals & Incidentals	\$33				\$33
Telus Spark Centre Tour	Mar 29, 2019		\$18				\$18
		Taxi	\$11				\$11
		Parking	\$7				\$7
Business Meeting with Calgary Economic Development	Apr 3, 2019	Hosting		\$9			\$9
Installation Event at U of C	Apr 8, 2019	Taxi	\$45				\$45
Business Meeting with Alberta Health Services	Apr 8, 2019	Hosting		\$46			\$46
AccelerateAB Women in Tech	Apr 15, 2019	Public Events Registration Fees		\$55			\$55
Business Meeting with MRU Board Member	Apr 17, 2019	Hosting		\$39			\$39
Business meeting in Toronto			\$245				\$245
	Apr 27, 2019	Taxi	\$59				\$59
	May 1, 2019	Taxi	\$58				\$58
	May 3, 2019	Taxi	\$58				\$58
CCC Spring Retreat	May 12-13, 2019	Meals & Incidentals	\$69				\$69
			\$633				\$633
		Taxi	\$51				\$51
		Airfare	\$332				\$332
CiCan Conference in Niagara Falls, Ontario	May 4-8, 2019	Accommodation	\$251				\$251
						\$2,178	\$2,178
		Taxi				\$122	\$122
		Airfare				\$701	\$701
		Mileage				\$67	\$67
		Accommodation				\$878	\$878
		Meals & Incidentals				\$237	\$237
		Per Diem				\$58	\$58
Miscellaneous				\$82	\$82		
Parking				\$35	\$35		
George Brookman's Magnificent Men	May 9, 2019	Public Events Registration Fees		\$88			\$88
Meeting with Deputy Minister in Edmonton	May 21, 2019		\$674				\$674
		Taxi	\$113				\$113
		Airfare	\$535				\$535
		Meals & Incidentals	\$27				\$27
Educause Forum in Toronto	June 23-25, 2019	Registration Fees				\$1,378	\$1,378
TOTAL			\$1,795	\$386		\$3,556	\$5,737
Catherine Koch VP, Learner Services and CFO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Business Lunch with Board Member	Mar 7, 2019	Meals			\$39		\$39
Business Meetings with Director of Finance and MRU	Apr 12, 2019	Meals			\$106		\$106
Flowers to College Employee on Bereavement	Apr 26, 2019	Hosting		\$64			\$64
Senior Business Officers Meeting at MRU	May 10, 2019	Parking	\$16				\$16
Meeting with Senior Student Services Officer	May 16-17, 2019		\$102				\$102
		Mileage	\$55				\$55
		Meals & Incidentals	\$47				\$47
CiCan Conference in Niagara Falls, Ontario	May 4-8, 2019					\$1,847	\$1,847
		Accommodation				\$739	\$739
		Per Diem				\$29	\$29
		Miscellaneous				\$74	\$74
		Travel-Airfare				\$716	\$716
		Travel-Mileage				\$28	\$28
		Travel-Meals & Incidentals				\$187	\$187
Travel-Miscellaneous				\$75	\$75		
Business Lunch Meeting with Consultant	May 16, 2019	Hosting		\$68			\$68
Annual Fee CPA of Alberta Membership	June 1, 2019-May 31, 2020	Memberships and Subscriptions				\$1,099	\$1,099
BCCIE Summer Conference 2019 in British Columbia	June 22-26, 2019					\$2,672	\$2,672
		Taxi				\$130	\$130
		Airfare				\$411	\$411
		Accommodation				\$1,006	\$1,006
		Travel-Mileage				\$28	\$28
		Travel-Meals & Incidentals				\$280	\$280
		Travel-Per Diem				\$29	\$29
		Registration Fees				\$788	\$788
TOTAL			\$118	\$132	\$145	\$5,617	\$6,011

Quarterly Travel & Expense Report
For the period April 1 to June 30, 2019 (Q4)

Misheck Mwaba VP, Academic							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
National Continuing Education Symposium in Montreal, Quebec	Feb 28-Mar 1, 2019		\$488				\$488
		Taxi	\$178				\$178
		Accommodation	\$195				\$195
		Meals & Incidentals	\$116				\$116
Meeting with Dean of School of Business SAIT	Mar 7, 2019		\$7				\$7
		Mileage	\$3				\$3
		Parking	\$5				\$5
Meeting with IBM	Mar 13, 2019	Taxi	\$50				\$50
23rd Annual Immigrants of Distinction Awards	Mar 17, 2019	Taxi	\$39				\$39
Meeting with University of Calgary	Mar 21, 2019	Mileage	\$7				\$7
BVC/Ametros/IBM Meeting in Markham, Ontario	Mar 31-Apr 1, 2019		\$1,632				\$1,632
		Taxi	\$202				\$202
		Airfare	\$1,182				\$1,182
		Accommodation	\$166				\$166
		Meals & Incidentals	\$70				\$70
	Apr 16-17, 2019	Miscellaneous	\$12				\$12
			\$752				\$752
		Taxi	\$215				\$215
		Airfare	\$273				\$273
		Accommodation	\$159				\$159
Meeting with Olds College	Apr 5, 2019	Meals & Incidentals	\$91				\$91
		Per Diem	\$15				\$15
SAO/ACOSAO Meetings in Calgary	Apr 11, 2019	Mileage	\$87				\$87
		\$105				\$105	
Taxi		\$37				\$37	
Mileage		\$20				\$20	
ASET 56th AGM Convention in Edmonton	Apr 12-13, 2019	Meals & Incidentals	\$30				\$30
		Parking	\$18				\$18
			\$790				\$790
		Taxi	\$167				\$167
		Airfare	\$366				\$366
NSERC Council Meeting in Ottawa	Apr 14-16, 2019	Accommodation	\$249				\$249
		Per Diem	\$8				\$8
			\$396				\$396
		Taxi	\$84				\$84
IBM Meeting in Ontario	Apr 25-26, 2019	Airfare	\$313				\$313
			\$203				\$203
Business Meetings in Toronto: RBC, Pivot-Ed, Deloitte, IBM, and LinkedIn	Apr 30-May 2, 2019		\$1,688				\$1,688
		Accommodation	\$1,367				\$1,367
		Meals & Incidentals	\$299				\$299
		Per Diem	\$23				\$23
Meetings in Toronto, Ontario	May 1-3, 2019		\$117	\$10			\$127
		Taxi	\$9				\$9
		Hosting		\$10			\$10
		Parking	\$108				\$108
Lethbridge College Meetings	June 13-14, 2019		\$551				\$551
		Taxi	\$105				\$105
		Mileage	\$200				\$200
		Accommodation	\$144				\$144
		Meals & Incidentals	\$65				\$65
		Per Diem	\$36				\$36
Educause/Deloitte Convergence Forum	June 23-25, 2019					\$2,111	\$2,111
		Airfare				\$737	\$737
		Registration Fees				\$1,374	\$1,374
CiCan Conference in Niagara Falls, Ontario	May 4-8, 2019					\$1,560	\$1,560
		Taxi				\$55	\$55
		Accommodation				\$929	\$929
		Meals & Incidentals				\$206	\$206
		Per Diem				\$38	\$38
		Car Lease				\$333	\$333
Meetings with Red River College in Winnipeg, Manitoba	June 26-27, 2019	Airfare	\$707				\$707
TOTAL			\$7,620	\$10		\$3,671	\$11,301

Quarterly Travel & Expense Report
For the period April 1 to June 30, 2019 (Q4)

Mariano Siciliano VP, External							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Offsite Business Meetings			\$106	\$551			\$657
	Feb 8, 2019	Mileage	\$4				\$4
	Feb 13, 2019	Mileage	\$17				\$17
	Mar 11, 2019	Hosting		\$19			\$19
	Mar 12, 2019	Hosting		\$48			\$48
	Mar 15, 2019	Mileage	\$4				\$4
	Mar 22, 2019	Mileage	\$2				\$2
	Mar 22, 2019	Hosting		\$12			\$12
	Mar 22, 2019	Parking	\$3				\$3
	Mar 25, 2019	Hosting		\$58			\$58
	Apr 10, 2019	Hosting		\$16			\$16
	Apr 16, 2019	Mileage	\$4				\$4
	Apr 16, 2019	Parking	\$16				\$16
	Apr 24, 2019	Hosting		\$10			\$10
	Apr 30, 2019	Parking	\$24				\$24
	May 9, 2019	Hosting		\$9			\$9
	May 9, 2019	Parking	\$10				\$10
	May 13, 2019	Hosting		\$8			\$8
	May 14, 2019	Hosting		\$7			\$7
	May 15, 2019	Mileage	\$1				\$1
	May 30, 2019	Hosting		\$62			\$62
	May 31, 2019	Hosting		\$127			\$127
	June 10, 2019	Hosting		\$84			\$84
	June 11, 2019	Hosting		\$8			\$8
	June 13, 2019	Hosting		\$16			\$16
	June 19, 2019	Hosting		\$15			\$15
	June 20, 2019	Mileage	\$4				\$4
	June 20, 2019	Hosting		\$41			\$41
	June 20, 2019	Parking	\$5				\$5
	June 21, 2019	Hosting		\$12			\$12
June 24, 2019	Parking	\$12				\$12	
June 24, 2019	Mileage						
June 24, 2019	Hosting						
Government Meetings in Edmonton	Mar 5-6, 2019		\$961				\$961
		Taxi	\$277				\$277
		Mileage	\$16				\$16
		Accommodation	\$367				\$367
		Meals & Incidentals	\$230				\$230
		Per Diem	\$15				\$15
		Parking	\$57				\$57
Immigrants of Distinction Event at MRU	Mar 15, 2019	Parking	\$8				\$8
CiCan Conference in Niagara Falls, Ontario	May 4-8, 2019					\$1,390	\$1,390
		Mileage				\$30	\$30
		Per Diem				\$36	\$36
		Travel-Accommodation				\$1,093	\$1,093
		Parking				\$57	\$57
		Travel-Meals & Incidentals				\$52	\$52
Travel-Parking				\$122	\$122		
George Brookman's Magnificent Men	May 9, 2019	Public Events Registration Fees		\$88			\$88
Business Meeting in Edmonton	May 21-22, 2019		\$49				\$49
		Mileage	\$16				\$16
		Meals & Incidentals	\$18				\$18
		Miscellaneous	\$15				\$15
2019 Distinguished Business Leader Award Gala	June 19, 2019	Public Events Registration Fees		\$1,714			\$1,714
TOTAL			\$1,124	\$2,353		\$1,390	\$4,867
Vaughn Ravenscroft VP, Strategy & Chief Information Officer							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
AAHEIT Meeting at MRU	Feb 26, 2019	Parking	\$16				\$16
CCPPP	Feb 28, 2019	Public Events Registration Fees		\$170			\$170
Gartner CIO Executive Forum	Mar 9-12, 2019					\$667	\$667
		Travel-Taxi				\$139	\$139
		Travel-Accommodation				\$528	\$528
SingularityU Canada Summit 2019	Apr 22-24, 2019					\$676	\$676
		Airfare				\$388	\$388
		Travel-Taxi				\$158	\$158
Visit to Firms in Toronto	June 25-26, 2019		\$1,227				\$1,227
		Airfare	\$1,177				\$1,177
		Meals & Incidentals	\$37				\$37
		Miscellaneous	\$12				\$12
TOTAL			\$1,243	\$170		\$1,343	\$2,755

Quarterly Travel & Expense Report
For the period April 1 to June 30, 2019 (Q4)

Donna Schendel							
Associate Vice President, Human Resources							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Benefits Consortium Meeting in Edmonton	Mar 6-7, 2019		\$299				\$299
		Taxi	\$60				\$60
		Accommodation	\$188				\$188
		Meals & Incidentals	\$51				\$51
Annual Senior HR Meeting in Banff	May 7-9, 2019		\$637				\$637
		Accommodation	\$407				\$407
		Meals & Incidentals	\$132				\$132
		Per Diem	\$23				\$23
		Miscellaneous	\$19				\$19
		Parking	\$57				\$57
Annual Labour Arbitration and Policy Conference	May 14, 2019	Registration Fees				\$1,764	\$1,764
Human Rights Submission at Lawyer's Office	Mar 21, 2019	Parking	\$18				\$18
Working Lunch Bargaining	May 28, 2019	Meals			\$63		\$63
Working Lunch with HR Staff	June 11, 2019	Meals			\$209		\$209
Labour Conference	June 14, 2019	Travel-Parking	\$23				\$23
TOTAL			\$978		\$272	\$1,764	\$3,014