



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, 2020 (Q4)

Laura Jo Gunter			
President & CEO			
Purpose	Date	Expense Classification	Professional Development
Inventure\$ 2021 - Unbound 2020 Event Registration Fee	June 2, 2020	Public Events Registration Fees	\$99
TOTAL			\$99
Catherine Koch			
VP, Learner Services and CFO			
Purpose	Date	Expense Classification	Professional Development
Annual CACUSS Membership for the College 2020-21	March 25, 2020	Memberships and Subscriptions	\$263
TOTAL			\$263
Misheck Mwaba			
VP, Academic			
Purpose	Date	Expense Classification	Professional
The Chronicle of Higher Ed Subscription	June 1, 2020	Memberships and Subscriptions	\$488
Inside Higher Ed Membership	June 17, 2020	Memberships and Subscriptions	\$166
TOTAL			\$653
Vaughn Ravenscroft			
VP, Strategy & Chief Information Officer			
Purpose	Date	Expense Classification	Professional Development
Educause Membership Fee	April - June 2020	Memberships and Subscriptions	\$1,089
Safari Books Online Annual O'Reilly Subscription 2020-21	May 29, 2020	Memberships and Subscriptions	\$662
TOTAL			\$1,751