

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, 2021 (Q1)

Misheck Mwaba President and CEO						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total
Business Meetings	June 25, 2021	Hosting		\$147		\$147
	July 12, 2021	Miscellaneous	\$82			\$82
	Aug 5, 2021	Hosting		\$85		\$85
	Aug 6, 2021	Miscellaneous	\$68			\$68
	Sep 7, 2021	Miscellaneous	\$73			\$73
	Sep 7, 2021	Hosting			\$286	\$286
Global Business Conference	Sep 22-24, 2021	Miscellaneous	\$39			\$39
Harvard Seminar for New President	July 2021	Registration Fees			\$846	\$846
	Aug 2021	Registration Fees			\$846	\$846
	Sep 2021	Registration Fees			\$846	\$846
Meeting with Norquest President and Executives	July 21, 2021	Accommodation	\$138			\$138
		Meals & Incidentals	\$31			\$31
		Parking	\$25			\$25
		Miscellaneous	\$77			\$77
Meeting with COPPOA President	Sep 9-10, 2021	Accommodation	\$166			\$166
		Meals & Incidentals	\$27			\$27
		Parking	\$25			\$25
		Miscellaneous	\$75			\$75
		Hosting		\$64		\$64
TOTAL			\$827	\$582	\$2,538	\$3,947
Catherine Koch VP, Learner Services and CFO						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total
Business Meeting with Elder & Knowledge Keeper	July 21, 2021	Hosting		\$47		\$47
Gift to Elder & Knowledge Keeper	July 20, 2021	Hosting		\$400		\$400
TOTAL				\$447		\$447

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Mariano Siciliano						
VP, External						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total
CED Event at Mount Royal University	Aug 31, 2021	Parking	\$8			\$8
Offsite Business Meetings	June 25 - July 16, 2021	Mileage	\$86			\$86
	July 8, 2021	Hosting		\$46		\$46
	Aug 17, 2021	Hosting		\$121		\$121
	Aug 17 - Sep 29, 2021	Mileage	\$51			\$51
	Sep 15, 2021	Hosting		\$13		\$13
TOTAL			\$145	\$179		\$324
Donna Schendel						
Associate Vice President, Human Resources						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total
Flight to Kelowna	Sep 7-8, 2021	Airfare	\$153			\$153
		Taxi	\$138			\$138
TOTAL			\$291			\$291
Paulette Hanna						
VP, Academic						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total
New VP Interviews in Calgary	Sep 7-8, 2021	Accommodation	\$299			\$299
		Meals & Incidentals	\$39			\$39
		Taxi	\$18			\$18
		Mileage	\$141			\$141
TOTAL			\$497			\$497