

## **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 <sup>(1)</sup>, accommodation, meals, and miscellaneous travel expenses <sup>(2)</sup>.

### **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 <sup>(1)</sup>, accommodation, meals, incidentals, and miscellaneous reimbursable travel expenses <sup>(2)</sup> while travelling for professional development.
- Professional memberships and subscriptions and
- Registration fees for internal or external courses, seminars, conferences, etc.

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<sup>(1)</sup> 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)

<sup>(2)</sup> 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 October 1 to December 31, 2021 (Q2)**

<b>Misheck Mwaba</b>						
<b>President and CEO</b>						
<b>Purpose</b>	<b>Date</b>	<b>Expense Classification</b>	<b>Travel</b>	<b>Hospitality</b>	<b>Professional Development</b>	<b>Total</b>
<b>Global Business Conference Banff</b>	Sep 22-24, 2021	Accommodation	\$961			\$961
		Parking	\$83			\$83
		Per Diem	\$38			\$38
		Fuel	\$76			\$76
<b>Gas for Business Travel</b>	Oct 8, 2021	Fuel	\$84			\$84
	Oct 28, 2021	Fuel	\$81			\$81
	Nov 9, 2021	Fuel	\$69			\$69
	Nov 15, 2021	Fuel	\$66			\$66
	Dec 2, 2021	Fuel	\$73			\$73
<b>Business Lunch with Calgary Stampede CEO</b>	Oct 31, 2021	Hosting		\$172		\$172
<b>Meeting with Deputy Minister of Culture, Multiculturalism and Status of Women</b>	Nov 26, 2021	Accommodation	\$198			\$198
		Meals & Incidentals	\$28			\$28
		Airfare	\$880			\$880
		Taxi	\$227			\$227
<b>President's Harvard Business Review Subscription</b>	Dec 15, 2021	Memberships and Subscriptions			\$171	\$171
<b>Harvard Seminar for New President</b>	Oct 2021	Registration Fees			\$846	\$846
	Nov 2021	Registration Fees			\$846	\$846
	Dec 2021	Registration Fees			\$846	\$846
<b>TOTAL</b>			<b>\$2,864</b>	<b>\$172</b>	<b>\$2,709</b>	<b>\$5,745</b>
<b>Vaughn Ravenscroft</b>						
<b>VP, Strategy &amp; Chief Information Officer</b>						
<b>Purpose</b>	<b>Date</b>	<b>Expense Classification</b>	<b>Travel</b>		<b>Professional Development</b>	<b>Total</b>
<b>Cyber Summit 2021 - Moving to the New Normal</b>	Nov 8-10, 2021	Registration Fees			\$127	\$127
<b>CIO Association of Canada Membership</b>	Dec 13, 2021	Memberships and Subscriptions			\$381	\$381
<b>TOTAL</b>					<b>\$508</b>	<b>\$508</b>

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Mariano Siciliano						
VP, External						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total
<b>Offsite Business Meetings</b>	Sep 29, 2021	Parking	\$10			\$10
	Oct 22, 2021	Parking	\$22			\$22
	Dec 8, 2021	Parking	\$9			\$9
	Dec 14, 2021	Parking	\$17			\$17
	Dec 15, 2021	Parking	\$31			\$31
	Oct 25-Dec 15, 2021	Mileage	\$125			\$125
	Sep 28, 2021	Hosting		\$148		\$148
	Nov 9, 2021	Hosting		\$9		\$9
	Nov 15, 2021	Hosting		\$113		\$113
	Nov 17, 2021	Hosting		\$11		\$11
	Nov 29, 2021	Hosting		\$9		\$9
	Nov 30, 2021	Hosting		\$109		\$109
	Dec 2, 2021	Hosting		\$11		\$11
	Dec 3, 2021	Hosting		\$11		\$11
<b>Canadian Council for the Advancement of Education</b>	Oct 8, 2021	Public Events Registration Fees		\$158		\$158
<b>Top 7 Over 70 Awards Gala</b>	Dec 2, 2021	Public Events Registration Fees		\$1,779		\$1,779
<b>TOTAL</b>			<b>\$215</b>	<b>\$2,356</b>		<b>\$2,572</b>
Paulette Hanna						
VP, Academic						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total
<b>Convocation Dec 2021</b>	Nov 29-Dec 1, 2021	Accommodation	\$645			\$645
		Meals & Incidentals	\$26			\$26
		Mileage	\$141			\$141
		Per Diem	\$15			\$15
<b>TOTAL</b>			<b>\$827</b>			<b>\$827</b>

**Quarterly Travel & Expense Report**  
**For the period October 1 to December 31, 2021 (Q2)**

Donna Schendel						
Associate Vice President, Human Resources						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total
Attend Business Meetings	Nov 29-Dec 1, 2021	Airfare	\$478			\$478
		Taxi	\$165			\$165
<b>TOTAL</b>			<b>\$643</b>			<b>\$643</b>