

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, 2021 (Q4)**

Misheck Mwaba					
President and CEO					
Purpose	Date	Expense Classification	Travel	Professional Development	Total
Travels to and from College	Jan 27, 2021	Mileage	\$66		\$66
	Apr 05, 2021	Miscellaneous	\$75		\$75
	June 6, 2021	Miscellaneous	\$67		\$67
D2L Fusion 2021-Executive Conversation	May 27, 2021	Public Events Registration Fees		\$62	\$62
Inside Higher Ed Membership	June 17, 2021	Memberships and Subscriptions		\$151	\$151
CICan 2021 Conference	Apr 22, 2021	Public Events Registration Fees		\$260	\$260
TOTAL			\$207	\$473	\$680
Catherine Koch					
VP, Learner Services and CFO					
Purpose	Date	Expense Classification	Travel	Professional Development	Total
CACUSS Membership Fee	Mar 29, 2021	Memberships and Subscriptions		\$305	\$305
CPA Alberta Membership Fee	Mar 30, 2021	Memberships and Subscriptions		\$1,104	\$1,104
CICan 2021 Conference	Apr 22, 2021	Registration Fees		\$260	\$260
TOTAL				\$1,669	\$1,669
Mariano Siciliano					
VP, External					
Purpose	Date	Expense Classification	Travel	Professional Development	Total
CICan 2021 Conference	Apr 22, 2021	Registration Fees		\$260	\$260
TOTAL				\$260	\$260
Vaughn Ravenscroft					
VP, Strategy & Chief Information Officer					
Purpose	Date	Expense Classification	Travel	Professional Development	Total
Attend D2L Virtual Conference	May 28, 2021	Registration Fees		\$62	\$62
Annual Membership Safari Books Online	May 29, 2021	Memberships and Subscriptions		\$662	\$662
CICan 2021 Conference	Apr 22, 2021	Registration Fees		\$260	\$260
TOTAL				\$984	\$984
Paulette Hanna					
VP, Academic					
Purpose	Date	Expense Classification	Travel	Professional Development	Total
CICan 2021 Conference	Apr 22, 2021	Registration Fees		\$260	\$260
TOTAL				\$260	\$260