



## 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 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 <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 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 January 1 to March 31, 2019 (Q3)

Dave Collyer Chair, Board of Governors							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
CCI President's and Board Chair Fall Strategy Retreat in Edmonton	Sep 10, 2018	Miscellaneous	\$131				\$131
<b>TOTAL</b>			<b>\$131</b>				<b>\$131</b>
Laura Jo Gunter President & CEO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
CCI President's and Board Chair Fall Strategy Retreat in Edmonton	Aug 29-30, 2018	Miscellaneous	\$131				\$131
College Business Meeting	Oct 18, 2018	Taxi	\$38				\$38
Crown Director Effectiveness Course	Oct 30, 2018	Registration Fees				\$1,418	\$1,418
CICan Leaders Forum in Ottawa	Nov 2-6, 2018		\$1,491			\$550	\$2,041
		Taxi	\$106				\$106
		Airfare	\$728				\$728
		Accommodation	\$499				\$499
		Miscellaneous	\$158				\$158
		Public Events Registration Fees			\$550	\$550	
UofC President Cannon's Farewell Event	Nov 21, 2018	Taxi	\$22				\$22
COPPOA Meeting in Calgary	Nov 23, 2018	Parking	\$18				\$18
Meeting with the President of Olds College	Nov 26, 2018	Accommodation	\$151				\$151
2018 Field Law Post Secondary Summit in Edmonton	Nov 28-29, 2018		\$1,082				\$1,082
		Taxi	\$238				\$238
		Airfare	\$578				\$578
		Accommodation	\$267				\$267
College Business Meeting in Calgary	Nov 6, 2018 Nov 16, 2018 Dec 4-5, 2018 Dec 11, 2018		\$104				\$104
		Taxi	\$43				\$43
		Taxi	\$9				\$9
		Taxi	\$41				\$41
		Taxi	\$11				\$11
IBM Meeting in Ottawa	Jan 9-10, 2019		\$946				\$946
		Taxi	\$93				\$93
		Airfare	\$639				\$639
		Accommodation	\$214				\$214
Minister's Meeting Re: Pivot-Ed in Edmonton	Jan 20-21, 2019		\$1,948	\$69			\$2,017
		Taxi	\$231				\$231
		Airfare	\$1,718				\$1,718
		Hosting		\$69			\$69
Next Wave Mobilizing Leaders Event in Calgary	Jan 22, 2019	Taxi	\$26				\$26
Business Trends and Challenges Session	Jan 23, 2019	Taxi	\$36				\$36
Economic Landscape & Provincial Election	Jan 24, 2019	Public Events Registration Fees		\$25			\$25
Lunch Meeting with President of Churchill Strategies Inc	Jan 29, 2019	Hosting		\$75			\$75
Lunch Meeting with Field Law Partner	Feb 5, 2019	Hosting		\$108			\$108
Lunch Meeting with Jan Eden and Joelle Foster	Feb 15, 2019	Hosting		\$29			\$29
Hong Kong Business Association Chinese New Year Gala	Feb 22, 2019	Taxi	\$19				\$19
CCC Presidents & COPPOA Metings in Edmonton	Mar 21-22, 2019		\$721				\$721
		Airfare	\$407				\$407
		Accommodation	\$314				\$314
CICan 2019 Conference in Ontario	May 5-7, 2019	Public Events Registration Fees				\$1,100	\$1,100
Inventure 2019 Conference in Calgary	Jun 5-7, 2019	Public Events Registration Fees				\$289	\$289
<b>TOTAL</b>			<b>\$6,734</b>	<b>\$306</b>		<b>\$3,357</b>	<b>\$10,398</b>
Catherine Koch VP, Learner Services and CFO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Relationship Building - Vietnam/India	Jan 14-25, 2019		\$7,608			\$368	\$7,976
		Taxi	\$177				\$177
		Mileage	\$14				\$14
		Airfare	\$212				\$212
		Accommodation	\$1,754				\$1,754
		Meals & Incidentals	\$774				\$774
		Per Diem	\$139				\$139
		Miscellaneous	\$488				\$488
		Travel-Airfare	\$4,051				\$4,051
		Registration Fees				\$368	\$368
CICan 2019 Conference in Ontario	May 5-7, 2019	Registration Fees				\$1,100	\$1,100
<b>TOTAL</b>			<b>\$7,608</b>			<b>\$1,468</b>	<b>\$9,076</b>

**Quarterly Travel & Expense Report**  
For the period January 1 to March 31, 2019 (Q3)

Misheck Mwaba VP, Academic							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
NSERC in Ottawa	Oct 14-16, 2018	Per Diem	\$15				\$15
CASCON 2018 Conference in Toronto	Oct 27-31, 2018	Per Diem	\$30				\$30
Olds College Meeting	Nov 26-27, 2018	Mileage	\$88				\$88
		Accommodation	\$151				\$151
		Per Diem	\$8				\$8
Course Certificate for AI For Everyone	Nov 27, 2018	Registration Fees				\$63	\$63
Academic Planning Day	Nov 30, 2018	Meals			\$247		\$247
Lynda.com Meeting in Edmonton	Dec 6, 2018		\$694				\$694
		Taxi	\$125				\$125
		Mileage	\$15				\$15
		Parking	\$28				\$28
		Airfare	\$525				\$525
APEGA Membership	Dec 10, 2018	Memberships and Subscriptions				\$412	\$412
Dinner Meeting	Dec 10, 2018	Hosting		\$147			\$147
IBM Meeting in Ottawa	Jan 9-10, 2019		\$947				\$947
		Taxi	\$79				\$79
		Airfare	\$639				\$639
		Accommodation	\$221				\$221
		Per Diem	\$8				\$8
Provincial Collective Bargaining Symposium in Edmonton	Jan 14-15, 2019		\$636				\$636
		Taxi	\$181				\$181
		Airfare	\$263				\$263
		Accommodation	\$139				\$139
		Meals & Incidentals	\$46				\$46
Lunch Meeting with Rand Ayres SAIT	Jan 18, 2019	Hosting		\$86			\$86
Minister's Meeting Re: Pivot-Ed in Edmonton	Jan 20-21, 2019		\$485				\$485
		Mileage	\$15				\$15
		Parking	\$28				\$28
		Airfare	\$441				\$441
SAO/ACOSA Meeting in Edmonton	Jan 24-25, 2019		\$595				\$595
		Mileage	\$16				\$16
		Parking	\$57				\$57
		Airfare	\$263				\$263
		Accommodation	\$207				\$207
		Meals & Incidentals	\$46				\$46
		Per Diem	\$8				\$8
IBM Think 2019 Conference in San Francisco, USA	Feb 12-15, 2019		\$2,912			\$3,123	\$6,035
		Taxi	\$256				\$256
		Airfare	\$1,035				\$1,035
		Accommodation	\$1,464				\$1,464
		Meals & Incidentals	\$122				\$122
		Per Diem	\$36				\$36
		Public Events Registration Fees				\$3,123	\$3,123
National Continuing Education Symposium - Training and the Labour Market	Feb 28-Mar 1, 2019		\$998			\$325	\$1,323
		Airfare	\$782				\$782
		Accommodation	\$201				\$201
		Per Diem	\$15				\$15
		Public Events Registration Fees				\$325	\$325
CICan 2019 Conference in Ontario	May 5-7, 2019		\$747			\$1,100	\$1,847
		Taxi	\$164				\$164
		Airfare	\$583				\$583
		Public Events Registration Fees				\$1,100	\$1,100
Inventure 2019 Conference in Calgary	Jun 5-7, 2019	Public Events Registration Fees				\$289	\$289
<b>TOTAL</b>			<b>\$8,306</b>	<b>\$233</b>	<b>\$247</b>	<b>\$5,312</b>	<b>\$14,099</b>

Vaughn Ravenscroft VP, Strategy & Chief Information Officer							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Design Thinking Workshop with IBM Canada in Ottawa	Jan 9-10, 2019		\$930				\$930
		Taxi	\$69				\$69
		Airfare	\$639				\$639
		Accommodation	\$221				\$221
Economic Landscape & Provincial Election	Jan 24, 2019	Public Events Registration Fees		\$25			\$25
Annual CIO Association Membership 2019	Feb 4, 2019	Memberships and Subscriptions				\$788	\$788
Gartner CIO Leadership Forum in Phoenix, Arizona, USA	Mar 9-12, 2019		\$2,078				\$2,078
		Taxi	\$57				\$57
		Airfare	\$743				\$743
		Accommodation	\$1,017				\$1,017
		Meals & Incidentals	\$260				\$260
Inventure 2019 Conference in Calgary	Jun 5-7, 2019	Public Events Registration Fees				\$289	\$289
<b>TOTAL</b>			<b>\$3,007</b>	<b>\$25</b>		<b>\$1,077</b>	<b>\$4,110</b>

**Quarterly Travel & Expense Report**  
For the period January 1 to March 31, 2019 (Q3)

Donna Schendel							
Associate Vice President, Human Resources							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
2018 Field Law Post Secondary Summit in Edmonton	Nov 28-29, 2018		\$711				\$711
		Taxi	\$60				\$60
		Parking	\$85				\$85
		Accommodation	\$566				\$566
CPHR Membership	Jan 2, 2019	Memberships and Subscriptions				\$447	\$447
Provincial Collective Bargaining Symposium in Edmonton	Jan 14-15, 2019		\$454				\$454
		Parking	\$57				\$57
		Airfare	\$263				\$263
		Accommodation	\$135				\$135
Hosting for Keynote Speaker on PD Day	Feb 20, 2019	Hosting		\$20			\$20
McLennan Ross Labour & Employment Year in Review Seminar	Feb 26, 2019	Registration Fees				\$53	\$53
Benefits Consortium Meeting in Edmonton	Mar 6-7, 2019		\$346	\$250			\$595
		Taxi	\$10				\$10
		Airfare	\$329				\$329
		Per Diem	\$7				\$7
		Hosting		\$250			\$250
<b>TOTAL</b>			<b>\$1,511</b>	<b>\$270</b>		<b>\$500</b>	<b>\$2,280</b>
Mariano Siciliano							
VP, External							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Offsite Business Meeting			\$22	\$169			\$191
	Nov 23, 2018	Hosting		\$43			\$43
	Nov 26, 2018	Mileage	\$4				\$4
	Nov 26, 2018	Hosting		\$54			\$54
	Nov 27, 2018	Hosting		\$11			\$11
	Nov 30, 2018	Parking	\$12				\$12
	Dec 5, 2018	Parking	\$3				\$3
	Dec 12, 2018	Hosting		\$15			\$15
	Jan 11, 2019	Mileage	\$3				\$3
	Feb 19, 2019	Hosting		\$47			\$47
	Offsite Business Meeting - SAIT Alberta External VP Meeting	Jan 21, 2019		\$15			
		Mileage	\$5				\$5
		Parking	\$11				\$11
Offsite Business Meeting - Donor				\$26			\$26
	Jan 22, 2019	Hosting		\$16			\$16
	Jan 31, 2019	Hosting		\$10			\$10
Offsite Business Meeting - University of Lethbridge	Jan 28, 2019		\$203				\$203
		Mileage	\$195				\$195
		Meals & Incidentals	\$8				\$8
Offsite Business Meeting - Recruitment	Jan 31, 2019	Mileage	\$4				\$4
Offsite Business Meeting - HK Strategies	Feb 22, 2019	Hosting		\$72			\$72
Attended Migrants & Refugees Events	Dec 4, 2018		\$5				\$5
		Mileage	\$2				\$2
		Parking	\$3				\$3
Economic Landscape & Provincial Election Business Meeting in Edmonton	Jan 24, 2019	Public Events Registration Fees		\$25			\$25
Business Meeting in Edmonton	Mar 5-6, 2019	Airfare	\$509				\$509
CICan 2019 Conference in Ontario	May 5-7, 2019					\$1,987	\$1,987
		Travel-Airfare				\$728	\$728
		Travel-Miscellaneous				\$159	\$159
		Registration Fees				\$1,100	\$1,100
<b>TOTAL</b>			<b>\$758</b>	<b>\$292</b>		<b>\$1,987</b>	<b>\$3,037</b>