

## **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 July 1 to September 30, 2023 (Q1)**

Misheck Mwaba President and CEO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Sessions	Professional Development	Total
Business Meeting	Jul 6, 2023	Hosting		\$107			\$107
Business Meeting	Jul 10, 2023	Taxi	\$23				\$23
Business Meeting	Jul 11, 2023	Taxi	\$36				\$36
Business Meeting	Jul 14, 2023	Hosting		\$110			\$110
Business Meeting	Jul 28, 2023	Hosting		\$139			\$139
Business Meeting	Aug 10, 2023	Hosting		\$32			\$32
Business Meeting	Aug 15, 2023	Hosting		\$79			\$79
Business Trip in Philippines	Sep 24-25, 2023	Airfare	\$2,128				\$2,128
Business Trip in Philippines	Sep 26-Oct 3, 2023	Airfare	\$1,677				\$1,677
CCC President's Retreat	Aug 29, 2023	Parking	\$15				\$15
CCC President's Retreat	Aug 30, 2023	Parking	\$12				\$12
CCC President's Retreat	Aug 28-30, 2023	Accommodaton	\$580				\$580
CICan Conference in Halifax	Jun 23, 2023	Car Rental	\$80				\$80
CICan Conference in Halifax	Jun 23-30, 2023	Meals & Incidentals	\$174				\$174
CICan Conference in Halifax	Jun 23-30, 2023	Per Diem	\$57				\$57
College Vehicle Maintenance	Aug 26, 2023	Vehicle Maintenance	\$369				\$369
Crestview Strategy Stampede Event	Jul 8, 2023	Taxi	\$82				\$82
Gas	Jul 13, 2023	Fuel	\$78				\$78
Gas	Aug 1, 2023	Fuel	\$80				\$80
Gas	Aug 9, 2023	Fuel	\$80				\$80
Gas	Aug 16, 2023	Fuel	\$95				\$95
Gas	Aug 25, 2023	Fuel	\$85				\$85
Gas	Aug 30, 2023	Fuel	\$60				\$60
Gas	Sep 11, 2023	Fuel	\$79				\$79
Gas	Sep 24, 2023	Fuel	\$78				\$78
Higher Education Summit	Nov 25-27, 2023	Public Events Registration Fees				\$1,718	\$1,718
LinkedIn Annual Subscription	Aug 5, 2023	Memberships and Subscriptions				\$832	\$832
Ontario PSI Visits	Jul 16, 2023	Taxi	\$30				\$30
Ontario PSI Visits	Jul 16-18, 2023	Accommodaton	\$399				\$399
Ontario PSI Visits	Jul 16-19, 2023	Meals & Incidentals	\$94				\$94
Ontario PSI Visits	Jul 16-19, 2023	Airfare	\$975				\$975
Ontario PSI Visits	Jul 16-19, 2023	Per Diem	\$28				\$28
Ontario PSI Visits	Jul 18-19, 2023	Accommodaton	\$240				\$240
Shifting Mindsets for Entrepreneurial Success in	Sep 3, 2023	Public Events Registration Fees				\$348	\$348
Shifting Mindsets for Entrepreneurial Success in	Sep 7-10, 2023	Airfare	\$916				\$916
Shifting Mindsets for Entrepreneurial Success in	Sep 8-10, 2023	Taxi	\$147				\$147
Stampede President's Event	Jul 7, 2023	Taxi	\$48				\$48
Strategic Council Planning Retreat	Aug 16-17, 2023	Accommodaton	\$1,105				\$1,105
<b>TOTAL</b>			<b>\$9,848</b>	<b>\$468</b>	<b>\$0</b>	<b>\$2,897</b>	<b>\$13,214</b>

**Quarterly Travel & Expense Report**  
**For the period July 1 to September 30, 2023 (Q1)**

Michael Crowe VP, Academic							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Sessions	Professional Development	Total
Academic Retreat	Jun 16, 2023	Meals			\$239		\$239
Business Meeting	Jul 4, 2023	Meals & Incidentals	\$162				\$162
CED India Education Tour	Nov 17-25, 2023	Airfare	\$3,660				\$3,660
CED India Education Tour	Nov 22, 2023	Airfare	\$194				\$194
CICan VP Leadership	Jun 24-29, 2023	Meals & Incidentals	\$62				\$62
CICan VP Leadership	Jun 24-29, 2023	Per Diem	\$15				\$15
CICan VP Leadership	Jun 25-29, 2023	Taxi	\$156				\$156
CICan VP Leadership	Jun 29, 2023	Accommodaton	\$1,024				\$1,024
CICan VP Leadership	Jun 29, 2023	Parking	\$127				\$127
CICan VP Leadership	Jun 29, 2023	Airfare	\$571				\$571
D2L Fusion Conference	Jul 11, 2023	Airfare	\$238				\$238
D2L Fusion Conference	Jul 11-14, 2023	Meals & Incidentals	\$306				\$306
D2L Fusion Conference	Jul 11-14, 2023	Taxi	\$388				\$388
D2L Fusion Conference	Jul 11-14, 2023	Per Diem	\$58				\$58
D2L Fusion Conference	Jul 14, 2023	Accommodaton	\$1,039				\$1,039
D2L Fusion Conference	Jul 14, 2023	Parking	\$122				\$122
Day on the Hill in Ottawa	Oct 2-3, 2023	Airfare	\$991				\$991
Day on the Hill in Ottawa	Oct 3, 2023	Public Events Registration Fees				\$350	\$350
International Education Symposium	Sep 27, 2023	Public Events Registration Fees				\$30	\$30
<b>TOTAL</b>			<b>\$9,113</b>	<b>\$0</b>	<b>\$239</b>	<b>\$380</b>	<b>\$9,732</b>

**Quarterly Travel & Expense Report**  
**For the period July 1 to September 30, 2023 (Q1)**

Vaughn Ravenscroft							
VP, Corporate Services & CIO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Sessions	Professional Development	Total
CANARIE Summit in Montreal	Oct 17-19, 2023	Registration Fees				\$516	\$516
CANARIE Summit in Montreal	Oct 17-19, 2023	Travel-Airfare				\$860	\$860
Ontario E-Sports Meeting	Aug 20-21, 2023	Accommodaton	\$135				\$135
Strategic Council Planning Retreat	Aug 16-17, 2023	Accommodaton	\$1,105				\$1,105
Strategic Council Planning Retreat	Aug 16-19, 2023	Mileage	\$99				\$99
Strategic Council Planning Retreat	Aug 16-19, 2023	Per Diem	\$28				\$28
Teambuilding	Aug 28, 2023	Meals			\$500		\$500
<b>TOTAL</b>			<b>\$1,367</b>	<b>\$0</b>	<b>\$500</b>	<b>\$1,376</b>	<b>\$3,243</b>
Lynn Connell							
VP, Learner Experience							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Sessions	Professional Development	Total
Alberta Micro-Credential Symposium	Nov 2-3, 2023	Registration Fees				200	\$200
Ontario PSI Visits	Jul 16, 2023	Miscellaneous	\$58				\$58
Ontario PSI Visits	Jul 19, 2023	Parking	\$16				\$16
Ontario PSI Visits	Jul 16-18, 2023	Accommodaton	\$399				\$399
Ontario PSI Visits	Jul 16-19, 2023	Meals & Incidentals	\$103				\$103
Ontario PSI Visits	Jul 16-19, 2023	Airfare	\$754				\$754
Ontario PSI Visits	Jul 16-19, 2023	Per Diem	\$28				\$28
Ontario PSI Visits	Jul 16-19, 2023	Toll Charge	\$89				\$89
Ontario PSI Visits	Jul 16-19, 2023	Car Rental	\$553				\$553
Ontario PSI Visits	Jul 18-19, 2023	Accommodaton	\$255				\$255
Strategic Council Planning Retreat	Aug 16-17, 2023	Accommodaton	\$1,105				\$1,105
Strategic Council Planning Retreat	Aug 16-19, 2023	Mileage	\$99				\$99
Strategic Council Planning Retreat	Aug 16-19, 2023	Per Diem	\$28				\$28
<b>TOTAL</b>			<b>\$3,488</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200</b>	<b>\$3,688</b>
Suzie Johnson							
Vice President, People, Equity, Diversity & Inclusion							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Sessions	Professional Development	Total
Business Trip in New Jersey	Oct 2-8, 2023	Airfare	\$674				\$674
Strategic Council Planning Retreat	Aug 16-17, 2023	Accommodaton	\$1,086				\$1,086
Strategic Council Planning Retreat	Aug 16-17, 2023	Parking	\$20				\$20
<b>TOTAL</b>			<b>\$1,781</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,781</b>

**Quarterly Travel & Expense Report**  
**For the period July 1 to September 30, 2023 (Q1)**

Tasneem Rahim Interim VP, External							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Sessions	Professional Development	Total
Annual membership Association Of Fundrai	Jul 1, 2023 - Jun 30, 2024	Memberships and Subscriptions				370	\$370
APSN Meeting	Sep 29, 2023	Meals & Incidentals	\$5				\$5
APSN Meeting	Sep 27-29, 2023	Taxi	\$170				\$170
Business Meeting	Jun 23, 2023	Parking	\$12				\$12
Business Meeting	Jun 28, 2023	Parking	\$3				\$3
Business Meeting	Jul 11, 2023	Parking	\$4				\$4
Business Meeting	Jul 19, 2023	Hosting		\$99			\$99
Business Meeting	Jul 20, 2023	Taxi	\$10				\$10
Business Meeting	Jul 24, 2023	Mileage	\$20				\$20
Business Meeting	Aug 4, 2023	Mileage	\$15				\$15
Business Meeting	Aug 10, 2023	Hosting		\$63			\$63
Business Meeting	Sep 26, 2023	Parking	\$5				\$5
CED Meeting	Jul 11, 2023	Taxi	\$15				\$15
Executive Retreat	Aug 3, 2023	Mileage	\$57				\$57
External Division Celebration Session	Jul 11, 2023	Meals			\$44		\$44
Gift	Aug 23, 2023	Hosting		\$117			\$117
Gift	Aug 3, 2023	Hosting		\$23			\$23
Global Business Forum	Sep 21, 2023	Mileage	\$125				\$125
Global Business Forum	Sep 21, 2023	Miscellaneous	\$10				\$10
Global Business Forum	Sep 21-22, 2023	Accommodaton	\$451				\$451
Order of Canada Event	Aug 6, 2023	Hosting		\$3			\$3
Order of Canada Event	Aug 6, 2023	Mileage	\$22				\$22
RGO	Sep 25, 2023	Mileage	\$6				\$6
Rogers Shaw Charity Classic Event	Aug 20, 2023	Mileage	\$37				\$37
Stampede Events	Jul 11, 2023	Taxi	\$41				\$41
Strategic Council Planning Retreat	Aug 16, 2023	Meals & Incidentals	\$5				\$5
Strategic Council Planning Retreat	Aug 18, 2023	Mileage	\$101				\$101
Strategic Council Planning Retreat	Aug 16-17, 2023	Accommodaton	\$1,095				\$1,095
<b>TOTAL</b>			<b>\$2,209</b>	<b>\$306</b>	<b>\$44</b>	<b>\$370</b>	<b>\$2,929</b>
<b>GRAND TOTAL</b>			<b>\$27,806</b>	<b>\$774</b>	<b>\$783</b>	<b>\$5,223</b>	<b>\$34,586</b>