



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 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 ⁽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 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 July 1 to September 30, 2020 (Q1)

Collyer, Dave Chair, Board of Governors							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
New President & CEO Candidate Interview Meetings	Aug 11-Sep 10, 2020	Parking	\$91				\$91
TOTAL			\$91				\$91
Siciliano, Mariano VP, External and Acting President/CEO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Conducted interviews for MarCom Director position	Aug 27, 2020	Parking	\$22				\$22
	Aug 28, 2020	Parking	\$22				\$22
	Sep 01, 2020	Parking	\$25				\$25
	Sep 08, 2020	Parking	\$44				\$44
TOTAL			\$114				\$114
Catherine Koch VP, Learner Services and CFO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
AICPA Course-COSO Enterprise Risk Management	June 25, 2020	Memberships and Subscriptions				\$1,264	\$1,264
Working lunch with CFO at MRU	Sep 09, 2020	Meals			\$63		\$63
TOTAL					\$63	\$1,264	\$1,326
Misheck Mwaba VP, Academic							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Luncheon Meeting	July 15, 2020	Parking	\$14				\$14
		Hosting		\$142			\$142
TOTAL			\$14	\$142			\$156
Donna Schendel Associate Vice President, Human Resources							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Travel to Lethbridge EBA	Sep 28, 2020	Mileage	\$230				\$230
Travel from Kelowna to Calgary to do interviews for the incoming President	Sep 10, 2020		\$407				\$407
		Parking	\$116				\$116
		Airfare	\$291				\$291
Travel to Red Deer to attend provincial meeting by the PBCO	Sep 03-10, 2020		\$169				\$169
		Taxi	\$31				\$31
		Mileage	\$138				\$138
TOTAL			\$806				\$806