



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 January 1 to March 31, 2020 (Q3)

Dave Collyer Chair, Board of Governors							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Various Business Meetings	Nov 1-Dec 17, 2019		\$137				\$137
		Meals & Incidentals	\$62				\$62
		Parking	\$75				\$75
Minister Nicolaides Meeting	Mar 10, 2020		\$831				\$831
		Airfare	\$694				\$694
		Taxi	\$109				\$109
		Parking	\$28				\$28
TOTAL			\$968				\$968
Laura Jo Gunter President & CEO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Meeting with NAIT	Oct 31, 2019	Hosting		\$138			\$138
Meeting with IBM	Nov 21, 2019	Hosting		\$174			\$174
Business Meeting with Seneca College	Nov 29, 2019	Hosting		\$95			\$95
Meeting with Deputy Minister in Edmonton, AB	Dec 2, 2019	Taxi	\$221				\$221
Meeting with President of Heritage Park	Dec 4, 2019	Taxi	\$61				\$61
Dinner Meeting with BVC Board Chair	Dec 10, 2019	Hosting		\$131			\$131
Meeting with Board Members	Dec 16, 2019	Hosting		\$112			\$112
Meeting for D2L Representatives in Kitchener, ON	Dec 17-18, 2019		\$473				\$473
		Accommodation	\$193				\$193
		Meals & Incidentals	\$21				\$21
		Taxi	\$157				\$157
		Per Diem	\$103				\$103
International Women's Forum Event	Jan 7-8, 2020		\$12	\$550			\$562
		Taxi	\$12				\$12
		Memberships and Subscriptions		\$550			\$550
Skills for Jobs Task Force in Edmonton, AB	Jan 12-13, 2020		\$826				\$826
		Accommodation	\$162				\$162
		Airfare	\$498				\$498
	Mar 9-10, 2020	Taxi	\$166				\$166
			\$1,110				\$1,110
		Accommodation	\$212				\$212
	Airfare	\$618				\$618	
	Taxi	\$280				\$280	
Meeting with Government Official	Jan 14, 2020	Taxi	\$8				\$8
Various Business Meetings in Toronto, ON	Feb 2-4, 2020		\$1,736				\$1,736
		Accommodation	\$500				\$500
		Airfare	\$1,008				\$1,008
		Taxi	\$80				\$80
		Parking	\$15				\$15
		Per Diem	\$121				\$121
		Miscellaneous	\$12				\$12
CICan Conference in Ottawa, ON	Feb 22-27, 2020					\$2,901	\$2,901
		Travel-Accommodation				\$888	\$888
		Travel-Meals & Incidentals				\$177	\$177
		Travel-Airfare				\$1,107	\$1,107
		Travel-Taxi				\$179	\$179
		Public Events Registration Fees				\$550	\$550
Meeting with Rachel Wernick, Senior Assistant Deputy Minister Skills & Employment	Feb 25, 2020	Taxi	\$34				\$34
Senior Women Academic Administrators Conference in Regina, SK	Mar 4-5, 2020		\$124				\$124
		Taxi	\$106				\$106
		Per Diem	\$19				\$19
Dinner with President of Mount Royal University	Mar 12, 2020	Taxi	\$7				\$7
COPPOA Meeting in Edmonton	Mar 12-13, 2020		\$898				\$898
		Accommodation	\$181				\$181
		Airfare	\$567				\$567
		Taxi	\$150				\$150
Meeting with Deputy Minister Dr. Clarke in Edmonton, AB	Mar 20, 2020	Airfare	\$594				\$594
TOTAL			\$6,105	\$1,201		\$2,901	\$10,207

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Catherine Koch							
VP, Learner Services and CFO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Senior Business Officers Meeting in Edmonton, AB	Nov 27-28, 2019	Accommodation	\$207				\$207
2019 CPA Canada's Conference for Finance & Audit Committee	Dec 8-10, 2019	Travel-Accommodation				\$259	\$259
Government Funding Meeting in Edmonton, AB	Jan 24, 2020		\$610				\$610
		Airfare	\$582				\$582
		Parking	\$28				\$28
Hosted Business Meeting of Calgary and Area PSI Senior Business Officers	Feb 11, 2020			\$219			\$219
		Hosting		\$214			\$214
		Hosting		\$5			\$5
Hosted Keynote Speaker from PD Day with Elder and Indigenous Staff Members	Feb 19, 2020	Hosting		\$270			\$270
Working lunch with Metis Nation of Alberta Officials and Indigenization Specialist	Feb 25, 2020	Meals			\$91		\$91
APAS Meeting in Edmonton, AB	Feb 28, 2020		\$411				\$411
		Meals & Incidentals	\$19				\$19
		Airfare	\$206				\$206
		Taxi	\$130				\$130
		Mileage	\$28				\$28
		Parking	\$28				\$28
Senior Business Officers Meeting at Delta Airport Hotel	Mar 13, 2020		\$28				\$28
		Parking	\$28				\$28
CPA Alberta Annual Membership Fees	Mar 23, 2020	Memberships and Subscriptions				\$1,104	\$1,104
		TOTAL	\$1,257	\$489	\$91	\$1,363	\$3,200
Misheck Mwaba							
VP, Academic							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
AI Pathway Steering Committee Meeting in Edmonton, AB	Dec 1-2, 2019		\$455				\$455
		Accommodation	\$249				\$249
		Meals & Incidentals	\$112				\$112
		Taxi	\$87				\$87
		Per Diem	\$7				\$7
	Jan 7, 2020		\$573				\$573
		Airfare	\$415				\$415
		Taxi	\$159				\$159
Harvard Business Review Annual Subscription	Jan 1, 2020	Memberships and Subscriptions				\$174.58	\$175
District Eventures Meeting	Jan 3, 2020	Mileage	\$5				\$5
SAO Meeting at Marriott Calgary Airport	Jan 23-24, 2020	Parking	\$37				\$37
		TOTAL	\$1,070			\$175	\$1,244
Vaughn Ravenscroft							
VP, Strategy & Chief Information Officer							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
AAHEIT Fall 2019 Meeting in Edmonton, AB	Dec 9-10, 2019		\$866				\$866
		Accommodation	\$151				\$151
		Airfare	\$502				\$502
		Taxi	\$213				\$213
Meeting for D2L Representatives in Kitchener, ON	Dec 17-18, 2019		\$624				\$624
		Accommodation	\$202				\$202
		Airfare	\$31				\$31
		Taxi	\$66				\$66
		Car Lease	\$282				\$282
		Parking	\$14				\$14
		Miscellaneous	\$28				\$28
CIO Association of Canada Membership Fee	Jan 1, 2020	Memberships and Subscriptions				\$762	\$762
Educause Membership Fee	Jan - Mar 2020	Memberships and Subscriptions				\$1,088.82	\$1,089
NDRIO Conference in Ottawa, ON	Mar 10-12, 2020					\$1,464	\$1,464
		Travel-Accommodation				\$406	\$406
		Travel-Airfare				\$1,058	\$1,058
		TOTAL	\$1,490			\$3,315	\$4,805

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Donna Schendel							
Associate Vice President, Human Resources							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
CPHR Dues 2020	Jan 29, 2020	Memberships and Subscriptions				\$447	\$447
TOTAL						\$447	\$447
Mariano Siciliano							
VP, External							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Daughter Creative Presentation for BVC Brand	Nov 5, 2019	Parking	\$15				\$15
Business Meetings in Edmonton, AB	Jan 23-24, 2020	Accommodation	\$1,338				\$1,338
		Meals & Incidentals	\$140				\$140
		Airfare	\$100				\$100
		Taxi	\$922				\$922
		Parking	\$127				\$127
Offsite Business Meeting	Jan 31, 2020 Feb 21, 2020 Feb 28, 2020 Mar 4, 2020 Mar 4, 2020	Parking	\$49				\$49
		Hosting	\$9	\$204			\$213
		Hosting		\$12			\$12
		Hosting		\$130			\$130
		Parking	\$4				\$4
CiCan 2021 Meeting at SAIT	Feb 4, 2020	Parking	\$5				\$5
		Hosting		\$62			\$62
TOTAL			\$1,370	\$204			\$1,574