

## **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 October 1 to December 31, 2023 (Q2)**

<b>Misheck Mwaba</b> <b>President and CEO</b>							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Business Trip to Atlanta	Sep 7-10, 2023						
		Meals & Incidentals	\$371				\$371
		Per Diem	\$44				\$44
Business Trip to Japan and Philippines	Sep 24-Oct 7, 2023						
		Accommodation	\$3,652				\$3,652
		Meals & Incidentals	\$1,195				\$1,195
		Taxi	\$366				\$366
		Per Diem	\$190				\$190
Gas for College Vehicle	Oct 13, 2023	Fuel	\$68				\$68
	Oct 20, 2023	Fuel	\$75				\$75
	Oct 29, 2023	Fuel	\$80				\$80
	Nov 7, 2023	Fuel	\$73				\$73
	Dec 1, 2023	Fuel	\$74				\$74
	Dec 12, 2023	Fuel	\$70				\$70
	Dec 21, 2023	Fuel	\$70				\$70
Business Meeting	Oct 20, 2023	Parking	\$26				\$26
	Nov 2, 2023	Parking	\$17				\$17
	Nov 4, 2023	Taxi	\$39				\$39
	Dec 1, 2023	Parking	\$11				\$11
	Dec 12, 2023	Hosting		\$116			\$116
Higher Education Summit	Nov 25-28, 2023						
		Airfare	\$513				\$513
		Accommodation	\$1,005				\$1,005
		Taxi	\$144				\$144
Postmedia Digital Subsrption	Dec 8, 2023	Memberships and Subscriptions				\$147	\$147
Harvard Business Review Subscription	Dec 11, 2023	Memberships and Subscriptions				\$181	\$181
<b>TOTAL</b>			<b>\$8,082</b>	<b>\$116</b>		<b>\$328</b>	<b>\$8,527</b>
<b>Lynn Connell</b> <b>VP, Learner Experience</b>							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Business Trip to Ontario-Toll Fee	July 16, 2023	Miscellaneous	\$2				\$2
WTAL Canada: Woman and The Society Event	Oct 21, 2023						
		Parking	\$15				\$15
		Public Events Registration Fees				\$154	\$154
<b>TOTAL</b>			<b>\$17</b>			<b>\$154</b>	<b>\$172</b>

**Quarterly Travel & Expense Report**  
**For the period October 1 to December 31, 2023 (Q2)**

Tasneem Rahim Interim VP, External							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Global Business Forum in Banff	Sep 21-22, 2023	Accommodation	\$515				\$515
Advocacy Day Event in Edmonton	Sep 27-29, 2023						
		Accommodation	\$824				\$824
		Miscellaneous	\$172				\$172
Business Meeting	Oct 6, 2023	Parking	\$14				\$14
	Oct 12, 2023	Hosting		\$16			\$16
	Oct 16, 2023	Meals			\$9		\$9
	Oct 25, 2023	Parking	\$24				\$24
	Oct 31, 2023	Hosting		\$98			\$98
	Nov 10, 2023	Hosting		\$74			\$74
	Nov 23, 2023	Hosting		\$9			\$9
A Conversation with Mayor Joyti Gondek Event	Oct 10, 2023	Public Events Registration Fees				\$101	\$101
A Conversation with Minister Nate Horner Event	Oct 10, 2023	Public Events Registration Fees				\$101	\$101
Off-Campus Events	Oct 11-Dec 1, 2023						
		Meals & Incidentals	\$40				\$40
		Parking	\$22				\$22
		Taxi	\$168				\$168
		Mileage	\$374				\$374
		Hosting		\$120			\$120
		Per Diem	\$14				\$14
		Hosting		\$73			\$73
Flowers for the Celebration of Life Event	Nov 4, 2023	Hosting		\$42			\$42
Workforce Development Meeting in Edmonton	Nov 7-8, 2023						
		Accommodation	\$338				\$338
		Hosting		\$33			\$33
Talent Development Symposium	Nov 8, 2023	Public Events Registration Fees				\$121	\$121
National Philanthropy Day Luncheon	Nov 15, 2023	Public Events Registration Fees				\$203	\$203
YWHISPER Gala	Mar 7, 2024	Public Events Registration Fees				\$364	\$364
TOTAL			\$2,506	\$466	\$9	\$889	\$3,871

**Quarterly Travel & Expense Report**  
**For the period October 1 to December 31, 2023 (Q2)**

Michael Crowe VP, Academic							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Business Trip to Montreal	Apr 23, 2023	Airfare	\$137				\$137
Business Trip to Dublin	Apr 29, 2023	Airfare	\$636				\$636
CICan VP Leadership -D2L Fusion Conference	June 16-July 14, 2023	Meals & Incidentals	\$333				\$333
Strategic Council Planning/CICan-Day on the Hill	Aug 16-Oct 4, 2023						
		Airfare	\$138				\$138
		Accommodation	\$1,985				\$1,985
		Meals & Incidentals	\$60				\$60
		Parking	\$112				\$112
		Taxi	\$90				\$90
		Mileage	\$106				\$106
		Per Diem	\$36				\$36
CCC Event	Sep 26, 2023	Meals			\$136		\$136
Alberta Micro-Credential Symposium	Nov 2-3, 2023	Registration Fees				\$200	\$200
Growing Your Workforce Conference	Nov 8-10, 2023						
		Airfare	\$555				\$555
		Accommodation	\$189				\$189
		Meals & Incidentals	\$72				\$72
		Parking	\$109				\$109
		Hosting		\$62			\$62
		Per Diem	\$21				\$21
	Car Lease	\$232				\$232	
Academic TRNetwork WrapUp	Dec 6, 2023	Meals			\$17		\$17
ACOSAO Meeting in Edmonton	Jan 15, 2024	Airfare	\$482				\$482
TOTAL			\$5,293	\$62	\$154	\$200	\$5,709
Vaughn Ravenscroft VP, Strategy & Chief Information Officer							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Canarie Summit in Montreal	Oct 17-19, 2023						
		Travel-Accommodation				\$666	\$666
		Meals & Incidentals	\$80				\$80
		Per Diem	\$21				\$21
		Travel-Taxi				\$198	\$198
TOTAL			\$102			\$864	\$966

**Quarterly Travel & Expense Report**  
**For the period October 1 to December 31, 2023 (Q2)**

<b>Suzie Johnson</b> <b>Vice President, People, Equity, Diversity &amp; Inclusion</b>							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Business Trip to New York	Oct 2-8, 2023						
		Accommodation	\$2,134				\$2,134
		Meals & Incidentals	\$181				\$181
		Taxi	\$130				\$130
		Per Diem	\$44				\$44
Psychometrics Assessment	Oct 23, 2023	Memberships and Subscriptions				\$2,336	\$2,336
TOTAL			\$2,489			\$2,336	\$4,825