

## 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 January 1 to March 31, 2024 (Q3)**

Misheck Mwaba President and CEO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Gas for College Vehicle	Jan 28, 2024	Fuel	\$76				\$76
Northwestern Polytechnic Presidential Installation Event	Jan 29-30, 2024	Airfare	\$978				\$978
		Accommodation	\$184				\$184
		Meals & Incidentals	\$156				\$156
		Taxi	\$125				\$125
		Per Diem	\$36				\$36
Business Meetings	Feb 2, 2024	Hosting		\$102			\$102
	Feb 13, 2024	Hosting		\$110			\$110
	Feb 27, 2024	Taxi	\$9				\$9
	Feb 28, 2024	Hosting		\$101			\$101
CICan Session	Feb 14, 2024	Public Events Registration Fees				\$85	\$85
Alberta's Ottawa Office Reception Event	Feb 4-6, 2024	Airfare	\$1,396				\$1,396
		Accommodation	\$531				\$531
CICan Leadership Conference in Kelowna	Feb 9, 2024	Airfare	\$512				\$512
		Taxi	\$31				\$31
Business Meeting with Deputy Minister	Feb 21, 2024						
		Airfare	\$651				\$651
		Taxi	\$276				\$276
Higher Education in 2035 Subscription	Feb 28, 2024	Memberships and Subscriptions				\$276	\$276
Banff ASPN Conference	Mar 14, 2024	Accommodation	\$267				\$267
		Miscellaneous	\$103				\$103
BHER Membership Reception in Toronto	Mar 26-28, 2024	Airfare	\$877				\$877
St. Mary's University President's Dinner Event	Feb 12, 2024	Public Events Registration Fees				\$500	\$500
Microsoft Meeting in Seattle	Apr 15-17, 2024	Airfare	\$933				\$933
		Accommodation	\$456				\$456
<b>TOTAL</b>			<b>\$7,596</b>	<b>\$312</b>		<b>\$861</b>	<b>\$8,770</b>

**Quarterly Travel & Expense Report**  
**For the period January 1 to March 31, 2024 (Q3)**

Lynn Connell VP, Learner Experience							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Team Building Event	Feb 7, 2024	Meals			\$37		\$37
Conversation with Minister of Finance	Feb 14, 2024	Public Events Registration Fees				\$121	\$121
Minister Horner Event	Mar 4, 2024	Taxi	\$11				\$11
CED Event	Mar 6, 2024	Taxi	\$18				\$18
CICan 2024 Connection Conference	Apr 29-30, 2024	Registration Fees				\$825	\$825
The Art of Leadership Women Conference	Jun 25, 2024	Public Events Registration Fees				\$711	\$711
<b>TOTAL</b>			<b>\$28</b>		<b>\$37</b>	<b>\$1,657</b>	<b>\$1,722</b>
Tasneem Rahim VP, External							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Business Meeting	Dec 19, 2023-Jan 23, 2024	Parking	\$35				\$35
	Dec 19, 2023-Jan 23, 2024	Hosting		\$56			\$56
	Feb 12-Mar 8, 2024	Parking	\$8				\$8
	Feb 12-Mar 8, 2024	Taxi	\$27				\$27
	Feb 12-Mar 8, 2024	Hosting		\$263			\$263
	Jan 23, 2024	Parking	\$12				\$12
	Jan 18, 2024	Hosting		\$52			\$52
Conversation with Minister of Finance	Feb 14, 2024	Public Events Registration Fees				\$121	\$121
2024 CCAE National Conference in St. John	May 22-24, 2024	Airfare	\$276				\$276
		Registration Fees				\$1,358	\$1,358
The Art of Leadership Women Conference	Jun 25, 2024	Public Events Registration Fees				\$711	\$711
<b>TOTAL</b>			<b>\$358</b>	<b>\$371</b>		<b>\$2,190</b>	<b>\$2,918</b>
Suzie Johnson Vice President, People, Equity, Diversity & Inclusion							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
The Art of Leadership Women Conference	Jun 25, 2024	Public Events Registration Fees				\$711	\$711
<b>TOTAL</b>						<b>\$711</b>	<b>\$711</b>

**Quarterly Travel & Expense Report**  
**For the period January 1 to March 31, 2024 (Q3)**

<b>Michael Crowe</b>							
<b>VP, Academic</b>							
<b>Purpose</b>	<b>Date</b>	<b>Expense Classification</b>	<b>Travel</b>	<b>Hospitality</b>	<b>Working Session</b>	<b>Professional Development</b>	<b>Total</b>
<b>Business Meetings</b>	Nov 30, 2023-Jan 16, 2024	Accommodation	\$162				\$162
		Meals & Incidentals	\$52				\$52
		Parking	\$74				\$74
		Hosting		\$640			\$640
		Per Diem	\$14				\$14
		Miscellaneous	\$36				\$36
<b>D2L Conference</b>	Feb 12-13, 2024	Meals & Incidentals	\$65				\$65
		Parking	\$61				\$61
		Taxi	\$11				\$11
		Per Diem	\$7				\$7
<b>OLC Conference in Denver</b>	Apr 11-12, 2024	Airfare	\$822				\$822
<b>Trip to Microsoft Head Office in Vancouver</b>	Mar 5, 2024	Accommodation	\$486				\$486
<b>CICan 2024 Connection Conference</b>	May 1, 2024	Public Events Registration Fees				\$288	\$288
<b>Microsoft Meeting in Seattle</b>	Apr 15-17, 2024	Airfare	\$677				\$677
		Accommodation	\$476				\$476
<b>2024 ICAI Membership</b>	Jan 12, 2024	Memberships and Subscriptions				\$896	\$896
<b>TOTAL</b>			<b>\$2,944</b>	<b>\$640</b>		<b>\$1,183</b>	<b>\$4,767</b>
<b>Vaughn Ravenscroft</b>							
<b>VP, Strategy &amp; Chief Information Officer</b>							
<b>Purpose</b>	<b>Date</b>	<b>Expense Classification</b>	<b>Travel</b>	<b>Hospitality</b>	<b>Working Session</b>	<b>Professional Development</b>	<b>Total</b>
<b>Conversation with Minister of Finance</b>	Feb 14, 2024	Public Events Registration Fees				\$121	\$121
<b>Microsoft Meeting in Seattle</b>	Apr 15-17, 2024	Airfare	\$834				\$834
		Accommodation	\$474				\$474
<b>Annual COWFLOP Meeting in Victoria</b>	May 15-17, 2024	Airfare	\$469				\$469
<b>Inventures 2024 Event</b>	May 29, 2024	Travel-Miscellaneous				\$749	\$749
<b>TOTAL</b>			<b>\$1,776</b>			<b>\$870</b>	<b>\$2,646</b>