

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 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 ⁽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 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 Oct 1 to Dec 31, 2024 (Q2)

Misheck Mwaba President and CEO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Business Meeting in Edmonton	Jul 18-19, 2024	Meals & Incidentals	\$68				\$68
	Aug 8-28, 2024	Meals & Incidentals	\$120				\$120
	Sep 4-5, 2024	Per Diem	\$52				\$52
	Oct 1-8, 2024	Per Diem	\$132				\$132
EAIE 2024 Annual Conference and Exhibition in France	Sep 17-20, 2024	Meals & Incidentals	\$1,199				\$1,199
		Per Diem	\$211				\$211
Alberta Business Forum in Banff	Sep 25-27, 2024	Accommodation	\$483				\$483
Gas for College Vehicle	Oct 14, 2024	Fuel	\$87				\$87
	Nov 9, 2024	Fuel	\$73				\$73
	Dec 7, 2024	Fuel	\$78				\$78
ABIE conference in Edmonton	Oct 7-9, 2024	Accommodation	\$525				\$525
		Parking	\$89				\$89
Business Meeting	Oct 15, 2024	Parking	\$3				\$3
President's Lunch at AUA	Oct 17, 2024	Miscellaneous	\$11				\$11
US Consul General Event	Oct 24, 2024	Parking	\$7				\$7
The Calgary Small Business Awards 2024	Oct 26, 2024	Taxi	\$18				\$18
The Alberta Business Hall of Fame 2024	Nov 5, 2024	Taxi	\$50				\$50
Higher Education Summit in Toronto	Nov 23-25, 2024	Accommodation	\$962				\$962
		Meals & Incidentals	\$114				\$114
		Taxi	\$140				\$140
		Per Diem	\$29				\$29
Harvard Business Review Subscription	Dec 10, 2024	Memberships and Subscriptions				\$196	\$196
TOTAL			\$4,454			\$196	\$4,651

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Vaughn Ravenscroft							
VP, Strategy & Chief Information Officer							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
CANARIE Summit 2024	Oct 8-11, 2024	Travel-Accommodation				\$1,240	\$1,240
		Meals & Incidentals	\$145				\$145
		Per Diem	\$28				\$28
		Travel-Taxi				\$141	\$141
Business Meeting	Dec 2, 2024	Hosting		\$131			\$131
Business Trip to Toronto	Nov 17-20, 2024	Accommodation	\$1,182				\$1,182
		Meals & Incidentals	\$178				\$178
		Airfare	\$655				\$655
		Taxi	\$91				\$91
		Per Diem	\$28				\$28
TOTAL			\$2,309	\$131		\$1,381	\$3,821
Lynn Connell							
VP, Learner Experience							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
EAIE 2024 Annual Conference and Exhibition in France	Sep 17-20, 2024	Travel-Taxi				\$82	\$82
		Travel-Meals & Incidentals				\$768	\$768
		Travel-Per Diem				\$95	\$95
Business Trip to Toronto	Nov 17-20, 2024	Accommodation	\$1,218				\$1,218
		Airfare	\$1,005				\$1,005
		Taxi	\$239				\$239
TOTAL			\$2,462			\$945	\$3,407

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Michael Crowe VP, Academic							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Canada's Productivity Summit	Oct 16-17, 2024	Public Events Registration Fees				\$151	\$151
Magnet Network Live Event	Oct 21-25, 2024	Accommodation	\$2,847				\$2,847
		Meals & Incidentals	\$185				\$185
		Taxi	\$236				\$236
		Per Diem	\$50				\$50
		Parking	\$181				\$181
Team Award Event	Oct 22, 2024	Meals			\$81		\$81
BHER Meeting in Toronto	Oct 28-29, 2024	Airfare	\$977				\$977
Apprenticeship Style Launch Lunch	Nov 5, 2024	Hosting		\$355			\$355
Propero Conference in Victoria	Nov 7, 2024	Accommodation	\$283				\$283
		Taxi	\$73				\$73
		Hosting		\$55			\$55
		Per Diem	\$7				\$7
		Parking	\$63				\$63
Royal Canadian Airforce Event	Nov 11, 2024	Public Events Registration Fees				\$180	\$180
Conversation with Mayor	Nov 25, 2024	Public Events Registration Fees				\$131	\$131
ICAI Institutional Membership	Dec 23, 2024	Memberships and Subscriptions				\$962	\$962
CANNEXUS Conference 2025	Jan 27-29, 2025	Airfare	\$928				\$928
		Registration Fees				\$640	\$640
BHER Executive Summit 2025	Feb 11-12, 2025	Airfare	\$847				\$847
TOTAL			\$6,677	\$410	\$81	\$2,065	\$9,233
Suzie Johnson VP, People, Equity, Diversity & Inclusion							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Canada Summit for Post-Secondary Education	March 6-7, 2025	Public Events Registration Fees				\$1,036	\$1,036
TOTAL						\$1,036	\$1,036

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Tasneem Rahim VP, External							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
K-Days Event in Edmonton	Jul 18, 2024	Meals & Incidentals	\$68				\$68
		Taxi	\$269				\$269
		Mileage	\$50				\$50
		Per Diem	\$14				\$14
WorldSkills Conference 2024	Sep 11-12, 2024	Travel-Accommodation				\$656	\$656
		Meals & Incidentals	\$39				\$39
		Mileage	\$232				\$232
		Per Diem	\$7				\$7
		Travel-Taxi				\$550	\$550
		Travel-Miscellaneous				\$31	\$31
		Travel-Meals & Incidentals				\$1,144	\$1,144
Travel-Per Diem				\$117	\$117		
Alberta Business Forum in Banff	Sep 25-26, 2024	Accommodation	\$547				\$547
		Miscellaneous	\$21				\$21
AMPIA Awards 2024	Oct 20, 2024	Travel-Per Diem				\$14	\$14
	Oct 24, 2024	Parking	\$17				\$17
	Oct 25, 2024	Taxi	\$90				\$90
Top 40 Under 40 Event	Oct 30, 2024	Public Events Registration Fees				\$127	\$127
Royal Canadian Airforce Event	Nov 11, 2024	Hosting		\$7			\$7
		Public Events Registration Fees				\$180	\$180
Business Meeting	Oct 31, 2024	Hosting		\$33			\$33
	Nov 5, 2024	Hosting		\$77			\$77
	Nov 14, 2024	Hosting		\$134			\$134
	Dec 4, 2024	Hosting		\$104			\$104
	Dec 5, 2024	Hosting	\$107				\$107
	Dec 9, 2024	Hosting		\$62			\$62
	Dec 10, 2024	Hosting		\$134			\$134
	Dec 11, 2024	Hosting		\$67			\$67
2025 CCAE National Conference	Apr 29 - May 1, 2025	Registration Fees				\$1,403	\$1,403
TOTAL			\$1,461	\$619		\$4,223	\$6,303