



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 October 1 to December 31, 2020 (Q2)

Misheck Mwaba President and CEO						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total
Apega membership dues - PMEM	Oct 13, 2020	Memberships and Subscriptions			\$398	\$398
TOTAL					\$398	\$398
Catherine Koch VP, Learner Services and CFO						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total
Ethics for the CFO	Oct 28, 2020	Registration Fees			\$186	\$186
TOTAL					\$186	\$186
Vaughn Ravenscroft VP, Strategy & Chief Information Officer						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total
Cyber Summit 2020 Virtual Conference	Nov 24-26, 2020	Registration Fees			\$102	\$102
CIOCAN Membership 2021	Dec 18, 2020	Memberships and Subscriptions			\$762	\$762
TOTAL					\$864	\$864
Mariano Siciliano VP, External						
Purpose	Date	Expense Classification	Travel	Hospitality	Professional Development	Total
Offsite meeting	Aug 21-Oct 13, 2020	Mileage	\$104			\$104
	Oct 05, 2020	Parking	\$26			\$26
	Oct 08, 2020	Parking	\$46			\$46
	Oct 13, 2020	Parking	\$27			\$27
	Oct 16, 2020	Parking	\$27			\$27
	Nov 09, 2020	Parking	\$44			\$44
	Nov 16, 2020	Hosting			\$170	\$170
TOTAL			\$274	\$170		\$444