



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 July 1 to September 30, 2019 (Q1)

Catherine Koch VP, Learner Services and CFO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
BCCIE Summer Conference 2019 in British Columbia	June 25, 2019	Miscellaneous	\$31				\$31
Indigenization Strategy Steering Committee Meeting at SAIT	July 10, 2019	Parking	\$12				\$12
Lunch Meeting with Board Member	July 16, 2019	Meals			\$79		\$79
Reconciliation Conference in Yukon	Aug 8-16, 2019		\$120			\$381	\$500
		Taxi	\$89				\$89
		Miscellaneous	\$31				\$31
		Travel-Mileage				\$28	\$28
		Travel-Meals & Incidentals				\$299	\$299
		Travel-Per Diem			\$54	\$54	
AACRAO 2019 SEM Conference in Dallas, TX, USA	Nov 2-7, 2019		\$689			\$2,047	\$2,736
		Airfare	\$689				\$689
		Accommodation				\$356	\$356
		Registration Fees			\$1,691	\$1,691	
TOTAL			\$851		\$79	\$2,428	\$3,358
Misheck Mwaba VP, Academic							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Visit Red River College in Winnipeg	June 26-27, 2019		\$380				\$380
		Taxi	\$43				\$43
		Accommodation	\$193				\$193
		Meals & Incidentals	\$143				\$143
Ametros/IBM Meetings in Toronto	June 25, 2019		\$2,067				\$2,067
		Accommodation	\$266				\$266
		Meals & Incidentals	\$101				\$101
		Taxi	\$154				\$154
		Airfare	\$1,233				\$1,233
		Accommodation	\$249				\$249
		Meals & Incidentals	\$63			\$63	
Canada Day at Prince Island Park	July 1, 2019	Mileage	\$20				\$20
Calgary Provosts Meeting at University of Calgary	July 3, 2019		\$17				\$17
		Mileage	\$7				\$7
		Parking	\$10				\$10
Hays Heritage Park Breakfast	July 7, 2019	Mileage	\$44				\$44
ICOM Event	July 8, 2019	Taxi	\$36				\$36
WeWork Event	July 6, 2019		\$93				\$93
		Taxi	\$41				\$41
		Taxi	\$52				\$52
Robogarden Graduation	July 17, 2019	Mileage	\$11				\$11
Pivot-Ed Follow-Up Meeting	July 12, 2019	Taxi	\$13				\$13
BVC/IBM/Ametros Meetings in Toronto	Aug 21-25, 2019		\$1,287				\$1,287
		Taxi	\$252				\$252
		Airfare	\$750				\$750
		Accommodation	\$285				\$285
Meetings in Edmonton	Sep 20, 2019		\$724				\$724
		Airfare	\$696				\$696
		Parking	\$28				\$28
SAO/ACOSAO Meetings in Edmonton	Oct 24-25, 2019	Airfare	\$391				\$391
TOTAL			\$5,083				\$5,083
Mariano Siciliano VP, External							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Offsite Business Meeting	June 24, 2019	Hosting	\$7	\$470			\$476
	June 24, 2019	Parking	\$7	\$129			\$129
	June 25, 2019	Hosting		\$7			\$7
	July 11, 2019	Hosting		\$22			\$22
	Aug 15, 2019	Hosting		\$9			\$9
	Aug 30, 2019	Hosting		\$14			\$14
	Sep 16, 2019	Hosting		\$78			\$78
	Sep 17, 2019	Hosting		\$79			\$79
	Sep 19, 2019	Hosting		\$132			\$132
	Offsite Event	July 4, 2019	Parking	\$57			
July 9, 2019		Parking	\$24				\$24
CASE 2019 Conference in San Diego, CA	Oct 1-4, 2019					\$1,809	\$1,809
		Miscellaneous				\$32	\$32
		Registration Fees				\$1,165	\$1,165
		Travel-Airfare				\$612	\$612
2020 Economic Outlook	Oct 16, 2019	Public Events Registration Fees		\$133			\$133
TOTAL			\$63	\$603		\$1,809	\$2,475

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Vaughn Ravenscroft VP, Strategy & Chief Information Officer							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Business Meetings in Toronto	June 25-26, 2019		\$1,815				\$1,815
		Taxi	\$29				\$29
		Accommodation	\$358				\$358
		Miscellaneous	\$12				\$12
		Parking	\$57				\$57
		Taxi	\$92				\$92
		Airfare	\$930				\$930
		Accommodation	\$280				\$280
		Parking	\$57				\$57
Educause Membership Fee	July-Sep 2019	Memberships and Subscriptions				\$1,088.82	\$1,089
Meetings with D2L and others in Toronto	Aug 13-14, 2019		\$1,255				\$1,255
		Taxi	\$53				\$53
		Airfare	\$776				\$776
		Accommodation	\$358				\$358
		Miscellaneous	\$12				\$12
		Parking	\$57				\$57
AAHEIT Meeting in SAIT	June 27, 2019	Parking	\$17				\$17
Educause 2019 Conference in Chicago, IL	Oct 14-18, 2019					\$2,633	\$2,633
		Airfare				\$999	\$999
		Travel-Accommodation				\$1,633	\$1,633
2019 CARA Symposium in Edmonton	Oct 24-25, 2019	Registration Fees				\$152.48	\$152
CASCON Conference in Toronto	Nov 4-6, 2019	Registration Fees				\$548.25	\$548
TOTAL			\$3,087			\$4,422	\$7,510
Donna Schendel Associate Vice President, Human Resources							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Queens University IRC-Performance Management in Toronto	Oct 16-17, 2019					\$3,988	\$3,988
		Travel-Accommodation				\$698	\$698
		Registration Fees				\$2,571	\$2,571
		Travel-Airfare				\$719	\$719
TOTAL						\$3,988	\$3,988