



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, 2018

| Dave Collyer Chair, Board of Governors | | | | | | | |
|--|---------------------|------------------------|------------|----------------|--------------------------|--------------|----------------|
| Purpose | Date | Expense Classification | Travel | Hospitality | Professional Development | Total | |
| Meeting of Board Chairs with Minister Schmidt in Edmonton AB | Sep 20-21, 2019 | | \$573 | | | \$573 | |
| | | Accommodation | \$278 | | | \$278 | |
| | | Mileage | \$276 | | | \$276 | |
| | | Meals & Incidentals | \$19 | | | \$19 | |
| | | TOTAL | | \$573 | | | \$573 |
| Laura Jo Gunter President & CEO | | | | | | | |
| Purpose | Date | Expense Classification | Travel | Hospitality | Professional Development | Total | |
| Minister Bill Morneau Calgary Chamber Event | May 30, 2018 | | | \$109 | | \$109 | |
| | | Taxi | | \$8 | | \$8 | |
| | | Registration Fees | | \$101 | | \$101 | |
| Government Meetings in Edmonton AB | May 31-June 1, 2018 | | \$385 | | | \$385 | |
| | | Taxi | \$203 | | | \$203 | |
| | | Accommodation | \$182 | | | \$182 | |
| | Aug 21-22, 2018 | | \$849 | | | | \$849 |
| | | Taxi | \$222 | | | | \$222 |
| | | Airfare | \$445 | | | | \$445 |
| | | Hotel | \$182 | | | | \$182 |
| | Sep 19, 2018 | | \$831 | | | | \$831 |
| | | Taxi | \$215 | | | | \$215 |
| | | Airfare | \$616 | | | | \$616 |
| Lunch Meeting with Susan Swan, Board of Directors-CICan | June 11, 2018 | Hosting | | \$43 | | \$43 | |
| Stampede President's Event | July 6, 2018 | Taxi | \$15 | | | \$15 | |
| Hays Breakfast Event | July 8, 2018 | Parking | \$6 | | | \$6 | |
| CED Forum | July 10, 2018 | Parking | | \$10 | | \$10 | |
| AltaLink's Stampede Event | July 11, 2018 | Taxi | \$29 | | | \$29 | |
| GIEA/BVC Parnership Discussion & Conference-Business Meetings in China | July 13-23, 2018 | | \$3,897 | | | \$3,897 | |
| | | Taxi | \$52 | | | \$52 | |
| | | Airfare | \$2,261 | | | \$2,261 | |
| | | Accommodation | \$1,070 | | | \$1,070 | |
| | | Meals & Incidentals | \$65 | | | \$65 | |
| | | Per Diem | \$120 | | | \$120 | |
| | | Miscellaneous | \$329 | | | \$329 | |
| Dinner Meeting Cathy Pillar, CEO Ametros Learning | Aug 15, 2018 | Hosting | | \$139 | | \$139 | |
| CCI & COPPOA Meetings in Edmonton AB | Aug 27-28, 2018 | | \$828 | | | \$828 | |
| | | Taxi | \$218 | | | \$218 | |
| | | Airfare | \$415 | | | \$415 | |
| | | Accommodation | \$195 | | | \$195 | |
| CCI President & Board Chair Retreat in Edmonton AB | Sep 10, 2018 | | \$450 | | | \$450 | |
| | | Taxi | \$92 | | | \$92 | |
| | | Airfare | \$358 | | | \$358 | |
| Lunch Meetings with Jessie Singh Chahal, Board Member | Sep 20, 2018 | Hosting | | \$111 | | \$111 | |
| Views on Governance in a Transformative Time Session | Sep 25, 2018 | Registration Fees | | | \$51 | \$51 | |
| College Business Meetings in Toronto ON | Oct 18-19, 2018 | | \$711 | | | \$711 | |
| | | TOTAL | | \$8,000 | \$412 | \$51 | \$8,462 |
| Catherine Koch VP, Learner Services and CFO | | | | | | | |
| Purpose | Date | Expense Classification | Travel | Hospitality | Professional Development | Total | |
| Minister Bill Morneau Calgary Chamber Event | May 30, 2018 | Registration Fees | | \$101 | | \$101 | |
| CAUBO Conference in Vancouver BC | June 9-12, 2018 | | | | \$187 | \$187 | |
| | | Mileage | | | \$26 | \$26 | |
| | | Meals & Incidentals | | | \$139 | \$139 | |
| | | Per Diem | | | \$22 | \$22 | |
| Executive Team Planning Meeting at Ranchman's Club | June 26, 2018 | Parking | \$4 | | | \$4 | |
| Business Meeting | Aug 2, 2018 | Parking | \$3 | | | \$3 | |
| CED Event - 2019 Economic Outlook | Oct 3, 2018 | | | \$130 | | \$130 | |
| | | Registration Fees | | | \$187 | \$187 | |
| TOTAL | | | \$8 | \$230 | \$187 | \$425 | |

QUARTERLY TRAVEL & EXPENSE REPORT
For the period July 1 to September 30, 2018

| Misheck Mwaba VP, Academic | | | | | | |
|---|----------------------|----------------------------|----------------|--------------|--------------------------|----------------|
| Purpose | Date | Expense Classification | Travel | Hospitality | Professional Development | Total |
| Dinner Meeting with Russ Wilde and Mark Hoddenbagh SSEED Consulting | June 26, 2018 | Hosting | | \$97 | | \$97 |
| Calgary Stampede President & Chairman Reception Event | July 6, 2018 | Taxi | \$93 | | | \$93 |
| Lakeland College Visit | July 10-11, 2018 | | \$305 | | | \$305 |
| | | Taxi | \$78 | | | \$78 |
| | | Car Lease | \$61 | | | \$61 |
| | | Accommodation | \$118 | | | \$118 |
| | | Meals & Incidentals | \$41 | | | \$41 |
| | | Per Diem | \$7 | | | \$7 |
| AltaLink's Stampede Event | July 11, 2018 | Parking | \$19 | | | \$19 |
| Luncheon Meeting with Cathy Pillar, Ametros | July 12, 2018 | Hosting | | \$55 | | \$55 |
| ION United Stampede Event | July 13, 2018 | Taxi | \$109 | | | \$109 |
| Luncheon Meeting with Debbie Thompson, VPA Olds College | Aug 16, 2018 | Hosting | | \$64 | | \$64 |
| Meeting with ADM Dan Rizzoli re: Pivot Ed in Edmonton AB | Aug 22, 2018 | | \$516 | | | \$516 |
| | | Airfare | \$487 | | | \$487 |
| | | Parking | \$28 | | | \$28 |
| Executive Retreat in Drumheller AB | Aug 29-30, 2018 | | \$131 | | | \$131 |
| | | Mileage | \$123 | | | \$123 |
| | | Per Diem | \$7 | | | \$7 |
| Gay Pride Parade | Sep 2, 2018 | Mileage | \$23 | | | \$23 |
| CED Event - 2019 Economic Outlook | Oct 3, 2018 | Registration Fees | | \$130 | | \$130 |
| | | TOTAL | \$1,196 | \$346 | | \$1,542 |
| Vaughn Ravenscroft VP, Strategy & Chief Information Officer | | | | | | |
| Purpose | Date | Expense Classification | Travel | Hospitality | Professional Development | Total |
| Minister Bill Morneau Calgary Chamber Event | May 30, 2018 | Registration Fees | | \$101 | | \$101 |
| Meeting with ADM Dan Rizzoli re: Pivot Ed in Edmonton AB | Aug 22, 2018 | | \$639 | | | \$639 |
| | | Taxi | \$63 | | | \$63 |
| | | Airfare | \$548 | | | \$548 |
| | | Parking | \$28 | | | \$28 |
| Executive Retreat in Drumheller AB | Aug 29-30, 2018 | Mileage | \$123 | | | \$123 |
| Official Grand Opening BVC Strathmore | Sep 11, 2018 | Mileage | \$47 | | | \$47 |
| CED Event - 2019 Economic Outlook | Oct 3, 2018 | Registration Fees | | \$130 | | \$130 |
| | | TOTAL | \$810 | \$230 | | \$1,040 |
| Donna Schendel Associate Vice President, Human Resources | | | | | | |
| Purpose | Date | Expense Classification | Travel | Hospitality | Professional Development | Total |
| Official Grand Opening BVC Strathmore | Sep 11, 2018 | Mileage | \$51 | | | \$51 |
| Mental Health Strategy Conference in Edmonton AB | Sep 16-17, 2018 | | | | \$1,175 | \$1,175 |
| | | Mileage | | | \$286 | \$286 |
| | | Meals & Incidentals | | | \$42 | \$42 |
| | | Per Diem | | | \$15 | \$15 |
| | | Travel-Accommodation | | | \$323 | \$323 |
| | | Registration Fees | | | \$508 | \$508 |
| CIRA & SHRO in Edmonton AB | Sep 26, 2018 | | | | \$359 | \$359 |
| | | Travel-Mileage | | | \$334 | \$334 |
| | | Travel-Meals & Incidentals | | | \$10 | \$10 |
| | | Travel-Per Diem | | | \$15 | \$15 |
| | | TOTAL | \$51 | | \$1,534 | \$1,585 |
| Mariano Siciliano VP, External | | | | | | |
| Purpose | Date | Expense Classification | Travel | Hospitality | Professional Development | Total |
| Off Campus Meetings | May 22-June 28, 2018 | Mileage | \$34 | | | \$34 |
| Event Attendance with Donor | June 28, 2018 | Parking | \$8 | | | \$8 |
| | July 1-11, 2018 | Mileage | \$49 | | | \$49 |
| | July 7, 2018 | Parking | \$15 | | | \$15 |
| | July 9, 2018 | Parking | \$8 | | | \$8 |
| External Team Building Event | July 10, 2018 | Parking | \$10 | | | \$10 |
| Offsite Recruitment Meeting | July 11, 2018 | Hosting | | \$8 | | \$8 |
| Interviewing at Recruitment Agency re: MarCom Director position | Aug 16, 2018 | Parking | \$28 | | | \$28 |
| | Sep 8, 2018 | Parking | \$24 | | | \$24 |
| Offsite Meeting with MarCom Director Candidate | Aug 16, 2018 | Hosting | | \$75 | | \$75 |
| Recruitment Meeting at Recruitment Agency | Sep 8, 2018 | Parking | \$24 | | | \$24 |
| | | TOTAL | \$200 | \$82 | | \$283 |