



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, 2018 (Q2)

Dave Collyer							
Chair, Board of Governors							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
CCI President's and Board Chair Fall Strategy Retreat in Edmonton	Sep 10, 2018	Airfare	\$281				\$281
TOTAL			\$281				\$281
Laura Jo Gunter							
President & CEO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Executive Retreat in Drumheller AB	Aug 29-30, 2018		\$295				\$295
		Accommodation	\$193				\$193
		Meals & Incidentals	\$102				\$102
Calgary Chamber Event	Oct 9, 2018	Public Events Registration Fees		\$152			\$152
TOTAL			\$295	\$152			\$448
Catherine Koch							
VP, Learner Services and CFO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Executive Retreat in Drumheller AB	Aug 29-30, 2018		\$427				\$427
		Mileage	\$124				\$124
		Accommodation	\$193				\$193
		Meals & Incidentals	\$102				\$102
		Per Diem	\$8				\$8
Dinner Meeting with Senior Business Officers of PSI's	Sep 27, 2018	Meals & Incidentals	\$63				\$63
Senior Business Officers Meeting at ACAD	Sep 28, 2018	Parking	\$11				\$11
SSSO Meeting in Olds, AB	Oct 29-30, 2018	Accommodation	\$140				\$140
CICan Conference in Quebec City, QC	Oct-14-21, 2018		\$44			\$746	\$790
		Taxi	\$44				\$44
		Travel-Taxi				\$160	\$160
		Travel-Accommodation				\$367	\$367
		Travel-Meals & Incidentals				\$168	\$168
		Travel-Miscellaneous				\$51	\$51
AACRAO SEM Conference in Washington, DC	Nov 10-14, 2018		\$14			\$4,386	\$4,400
		Mileage	\$14				\$14
		Travel-Taxi				\$86	\$86
		Travel-Airfare				\$565	\$565
		Travel-Accommodation				\$1,555	\$1,555
		Travel-Meals & Incidentals				\$345	\$345
		Travel-Per Diem				\$68	\$68
		Travel-Miscellaneous				\$158	\$158
		Registration Fees				\$1,609	\$1,609
Engagement with First Nations and Economic Reconciliation Event	Nov 11, 2018	Public Events Registration Fees		\$91			\$91
TOTAL			\$698	\$91		\$5,132	\$5,922
Misheck Mwaba							
VP, Academic							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Executive Retreat in Drumheller AB	Aug 29-30, 2018		\$295				\$295
		Accommodation	\$193				\$193
		Meals & Incidentals	\$102				\$102
Carewest Meeting	Aug 30, 2018	Parking	\$11				\$11
Meeting with U of CVPA, Dru Marshall	Sep 5, 2018	Parking	\$7				\$7
Webcast Recording on Decision-Making Possibilities with Activity-Based Costing	Sep 7, 2018	Public Events Registration Fees			\$551		\$551
Advanced Ed, Outlook.com, and Athabasca U Meetings in Edmonton, AB	Sep 17, 2018		\$548				\$548
		Taxi	\$105				\$105
		Airfare	\$414				\$414
		Parking	\$28				\$28
NSERC Research Partnership Engagement Session in Edmonton, AB	Oct 10-11, 2018	Airfare	\$405				\$405
Meeting with Cathy Pillar of Ametros Learning in Toronto, ON	Oct 14-16, 2018		\$974				\$974
		Taxi	\$110				\$110
		Airfare	\$589				\$589
		Accommodation	\$177				\$177
		Meals & Incidentals	\$84				\$84
		Per Diem	\$15				\$15
Luncheon Meeting with Andre Plante, VP Academic ACAD	Oct 18, 2018	Hosting		\$76			\$76
CASCON 2018 Conference in Toronto, ON	Oct 27-31, 2018		\$1,560				\$1,560
		Taxi	\$274				\$274
		Airfare	\$820				\$820
		Accommodation	\$465				\$465
Senior Academic Officer ACOSAO Meeting	Oct 25-26, 2018		\$69				\$69
		Meals & Incidentals	\$33				\$33
		Parking	\$37				\$37
TOTAL			\$3,870	\$76	\$551		\$4,497

Quarterly Travel & Expense Report
For the period October 1 to December 31, 2018 (Q2)

Vaughn Ravenscroft							
VP, Strategy & Chief Information Officer							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Executive Retreat in Drumheller AB	Aug 29-30, 2018		\$295				\$295
		Accommodation	\$193				\$193
		Meals & Incidentals	\$102				\$102
Red Deer College Meeting	Oct 30, 2018	Mileage	\$130				\$130
Gartner CIO Summit	Nov 15, 2018	Registration Fees				\$679	\$679
Calgary Chamber Event	Oct 9, 2018	Public Events Registration Fees		\$152			\$152
		TOTAL	\$425	\$152		\$679	\$1,257
Donna Schendel							
Associate Vice President, Human Resources							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
CIRA Confences	Aug 27, 2018	Registration Fees				\$100	\$100
Executive Retreat in Drumheller AB	Aug 29-30, 2018		\$295				\$295
		Accommodation	\$193				\$193
		Meals & Incidentals	\$102				\$102
Audio Conference for HR Personnel on Cannabis in the Workplace	Sep 10, 2018	Registration Fees			\$259		\$259
Audio Conference for HR Personnel on Duty to Inquire About Disability	Sep 24, 2018	Registration Fees			\$259		\$259
Labour Conference in Edmonton, AB	Sep 24-25, 2018					\$292	\$292
		Travel-Accommodation				\$251	\$251
		Travel-Meals & Incidentals				\$40	\$40
HR Analytics Conference in Toronto, ON	Sep 30-Oct 1, 2018					\$3,538	\$3,538
		Travel-Taxi				\$145	\$145
		Travel-Airfare				\$574	\$574
		Travel-Accommodation				\$554	\$554
		Travel-Meals & Incidentals				\$86	\$86
		Registration Fees				\$2,179	\$2,179
CIRA Membership	Oct 9, 2018	Memberships and Subscriptions				\$50	\$50
Lunch David Fulton	Nov 20, 2018	Hosting		\$10			\$10
Field Law Post-Secondary Summit in Edmonton, AB	Nov 27-29, 2018		\$416				\$416
		Taxi	\$19				\$19
		Meals & Incidentals	\$93				\$93
		Per Diem	\$15				\$15
		Travel-Airfare	\$289				\$289
Trauma and Mental Health Workshop	Dec 6, 2018	Registration Fees		\$22			\$22
		TOTAL	\$712	\$31	\$518	\$3,979	\$5,240
Mariano Siciliano							
VP, External							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Executive Retreat in Drumheller AB	Aug 29-30, 2018		\$295				\$295
		Accommodation	\$193				\$193
		Meals & Incidentals	\$102				\$102
Offsite Business Meeting	Sep 4, 2018		\$5	\$8			\$13
		Mileage	\$5				\$5
	Nov 2, 2018	Hosting			\$9		\$9
Strathmore Grand Opening	Sep 11, 2018	Mileage	\$48				\$48
Offsite Meeting with Director, Marketing & Communications	Sep 17, 2018	Meals			\$67		\$67
Offsite Meeting with Donor	Sep 21, 2018		\$7				\$7
		Mileage	\$3				\$3
		Parking	\$4				\$4
	Sep 24, 2018	Mileage	\$20				\$20
	Nov 8, 2018	Mileage	\$6				\$6
	Sep 24, 2018		\$28				\$28
		Mileage	\$1				\$1
Parking	\$27					\$27	
Event Attendance	Sep 21, 2018	Parking	\$5				\$5
	Oct 9, 2018	Public Events Registration Fees		\$152			\$152
Government of Alberta Event	Sep 24, 2018		\$14				\$14
		Mileage	\$1				\$1
		Parking	\$13				\$13
Offsite Meeting: PSL	Oct 2, 2018		\$12				\$12
		Mileage	\$1				\$1
		Parking	\$11				\$11
Offsite Executive Meeting	Oct 23-24, 2018	Parking	\$50				\$50
Cochrane Grand Opening - BVC	Oct 30, 2018	Mileage	\$34				\$34
Offsite Meeting with Alumni	Nov 16, 2018	Hosting		\$59			\$59
	Nov 23, 2018	Hosting		\$12			\$12
Offsite Recruitment Meeting	Nov 21, 2018	Hosting		\$9			\$9
		TOTAL	\$526	\$249	\$67		\$843