

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 July 1 to Sep 30, 2024 (Q1)

Misheck Mwaba President and CEO							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Business Meeting	Jun 29, 2024	Taxi	\$68				\$68
	Jul 4, 2024	Taxi	\$9				\$9
	Aug 2, 2024	Taxi	\$34				\$34
	Aug 8, 2024	Accommodation	\$267				\$267
	Aug 8, 2024	Hosting		\$50			\$50
	Aug 12, 2024	Hosting		\$251			\$251
	Aug 17, 2024	Taxi	\$20				\$20
	Aug 27-28, 2024	Accommodation	\$216				\$216
	Aug 27-28, 2024	Miscellaneous	\$87				\$87
	Aug 27-28, 2024	Parking	\$12				\$12
Gas for College Vehicle	Jun 30, 2024	Miscellaneous	\$76				\$76
	Jul 12, 2024	Miscellaneous	\$86				\$86
	Jul 24, 2024	Miscellaneous	\$86				\$86
	Aug 2, 2024	Miscellaneous	\$77				\$77
	Aug 9, 2024	Miscellaneous	\$70				\$70
	Aug 28, 2024	Miscellaneous	\$86				\$86
Stampede Event	Jul 2, 2024	Taxi	\$19				\$19
	Jul 5, 2024	Taxi	\$13				\$13
	Jul 6, 2024	Taxi	\$13				\$13
	Jul 7, 2024	Taxi	\$67				\$67
	Jul 11, 2024	Taxi	\$9				\$9
	Jul 13, 2024	Taxi	\$15				\$15
Board of Governors Retreat	Jul 12, 2024	Hosting		\$469			\$469
K-Days Event in Edmonton	Jul 18, 2024	Taxi	\$15				\$15
Business Meeting in Edmonton	Jul 18-19, 2024	Accommodation	\$269				\$269
	Jul 19, 2024	Miscellaneous	\$94				\$94
Adapting to AI	Jul 31, 2024	Memberships and Subscriptions				\$98	\$98
LinkedIn Annual Subscription	Aug 5, 2024	Memberships and Subscriptions				\$832	\$832
Executive Retreat Dinner	Aug 21, 2024	Hosting		\$439			\$439
Strategic Council Retreat	Aug 21-23, 2024	Accommodation	\$743				\$743
DHL Event	Aug 30, 2024	Taxi	\$42				\$42
Pass for Global Business Forum	Sep 4, 2024	Miscellaneous	\$73				\$73
CCC President's Retreat	Sep 4-5, 2024						
		Accommodation	\$227				\$227
		Airfare	\$458				\$458
		Taxi	\$113				\$113
		Hosting		\$107			\$107
EAIE 2024 Annual Conference and Exhibition in France		Parking	\$45				\$45
	Sep 17-20, 2024						
		Travel-Accommodation				\$1,937	\$1,937
		Taxi	\$166				\$166
		Public Events Registration Fees				\$1,648	\$1,648
2024 Higher Education Summit		Travel-Airfare				\$2,728	\$2,728
	Nov 23-25, 2024	Airfare	\$378				\$378
		Public Events Registration Fees				\$1,663	\$1,663
TOTAL			\$3,953	\$1,316		\$8,906	\$14,175

Quarterly Travel & Expense Report
For the period July 1 to Sep 30, 2024 (Q1)

Vaughn Ravenscroft VP, Strategy & Chief Information Officer							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
EDUCAUSE Membership	Jul 1, 2024- Jun 30, 2025	Memberships and Subscriptions				\$4,918	\$4,918
SIGGRAPH 2024 in Denver	Jul 28-Aug 1, 2024						
		Accommodation	\$1,545				\$1,545
		Taxi	\$191				\$191
		Mileage	\$56				\$56
		Travel-Taxi				\$122	\$122
		Travel-Meals & Incidentals				\$734	\$734
		Travel-Per Diem				\$73	\$73
Strategic Council Retreat	Aug 21-23, 2024						
		Accommodation	\$743				\$743
		Mileage	\$134				\$134
		Per Diem	\$21				\$21
O'Reilly Online Learning Subs	Sep 12, 2024- Sep 11, 2025	Memberships and Subscriptions				\$517	\$517
SIGGRAPH 2024 in Denver	Oct 9-10, 2024						
		Airfare	\$840				\$840
		Registration Fees				\$438	\$438
TOTAL			\$3,531			\$6,802	\$10,333
Tasneem Rahim VP, External							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Business Meeting	Jul 7, 2024	Parking	\$67				\$67
	Jul 16, 2024	Hosting		\$63			\$63
	Jul 17, 2024	Hosting		\$14			\$14
	Jul 18, 2024	Hosting		\$14			\$14
	Jul 25, 2024	Hosting		\$40			\$40
	Jul 25, 2024	Parking	\$24				\$24
	Aug 12, 2024	Hosting		\$57			\$57
	Aug 15, 2024	Hosting		\$65			\$65
	Aug 17, 2024	Hosting		\$94			\$94
K-Days Event in Edmonton	Jul 18, 2024						
		Accommodation	\$238				\$238
		Airfare	\$392				\$392
		Miscellaneous	\$56				\$56
Team Building	Jul 25, 2024	Meals			\$2,450		\$2,450
Pivot-Ed session with the Ismaili community	Aug 15, 2024	Hosting		\$51			\$51
Strategic Council Retreat	Aug 21-23, 2024						
		Accommodation	\$743				\$743
		Mileage	\$189				\$189
		Miscellaneous	\$21				\$21
WorldSkills Conference 2024	Sep 11-12, 2024						
		Travel-Accommodation				\$1,783	\$1,783
		Registration Fees				\$384	\$384
EAIE 2024 Annual Conference and Exhibition in France	Sep 17-20, 2024						
		Travel-Accommodation				\$1,529	\$1,529
		Travel-Airfare				\$3,013	\$3,013
		Registration Fees				\$1,641	\$1,641
AKS Meeting in Geneva	Sep 21-22, 2024	Parking	\$35				\$35
TOTAL			\$1,764	\$398	\$2,450	\$8,351	\$12,963

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Lynn Connell VP, Learner Experience							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Strategic Council Retreat	Aug 21-23, 2024						
		Accommodation	\$743				\$743
		Mileage	\$126				\$126
		Per Diem	\$21				\$21
		Miscellaneous	\$22				\$22
LE Team Building	Aug 26, 2024	Meals			\$12		\$12
EAIE 2024 Annual Conference and Exhibition in France	Sep 17-20, 2024						
		Travel-Accommodation				\$1,617	\$1,617
		Travel-Airfare				\$2,855	\$2,855
		Travel-Taxi				\$136	\$136
		Registration Fees				\$2,247	\$2,247
2025 Economic Outlook	Oct 8, 2024	Public Events Registration Fees				\$76	\$76
TOTAL			\$912		\$12	\$6,932	\$7,856
Suzi Johnson VP, People, Equity, Diversity & Inclusion							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
Strategic Council Retreat	Aug 21-23, 2024	Accommodation	\$743				\$743
2025 Economic Outlook	Oct 8, 2024	Public Events Registration Fees				\$91	\$91
TOTAL			\$743			\$91	\$834
Michael Crowe VP, Academic							
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Professional Development	Total
D2L Fusion Conference in Toronto	Jul 7-12, 2024						
		Accommodation	\$2,001				\$2,001
		Meals & Incidentals	\$69				\$69
		Airfare	\$1,197				\$1,197
		Taxi	\$225				\$225
		Hosting		\$113			\$113
		Per Diem	\$43				\$43
		Meals			\$116		\$116
OCIF Farewell Lunch	Jul 23, 2024	Meals & Incidentals	\$113				\$113
Strategic Council Retreat	Aug 21-23, 2024						
		Accommodation	\$743				\$743
		Mileage	\$136				\$136
		Hosting		\$145			\$145
		Per Diem	\$21				\$21
		Miscellaneous	\$21				\$21
Retirement for Nora MacLachlan's	Sep 4, 2024	Hosting		\$95			\$95
Catering for GOA visitors	Sep 5, 2024	Hosting		\$140			\$140
BHER AGM in Toronto	Sep 17-20, 2024	Airfare	\$691				\$691
2025 Economic Outlook	Oct 8, 2024	Public Events Registration Fees				\$91	\$91
Magnet Network Conference	Oct 21-25, 2024	Airfare	\$605				\$605
Accelerate 2024	Nov 6-7, 2024						
		Airfare	\$536				\$536
		Public Events Registration Fees				\$864	\$864
TOTAL			\$6,400	\$493	\$116	\$956	\$7,965