

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, or 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. Travel expenses include the following: 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).

⁽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 Jul 1 to Sep 30, 2025 (Q1)

Misheck Mwaba President and CEO						
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Total
US Consulate Independence Day Celebration	Jul 3, 2025	Taxi	\$14			\$14
Stampede Events	Jul 3, 2025	Taxi	\$53			\$53
	Jul 4, 2025	Taxi	\$10			\$10
	Jul 6, 2025	Taxi	\$16			\$16
	Jul 7, 2025	Taxi	\$21			\$21
	Jul 10, 2025	Taxi	\$23			\$23
Chuck Wagon Race Event	Jul 5, 2025	Taxi	\$15			\$15
MobSquad VIP Event	Jul 5, 2025	Taxi	\$12			\$12
Rodeo with Makami College	Jul 10, 2025	Taxi	\$13			\$13
Rodeo with Deloitte	Jul 12, 2025	Taxi	\$27			\$27
John Ware Gala Event	Jul 17, 2025	Taxi	\$11			\$11
Farewell Dinner	Jul 22, 2025	Parking	\$7			\$7
Gas for College Vehicle	Jul 23, 2025	Miscellaneous	\$75			\$75
	Aug 25, 2025	Miscellaneous	\$74			\$74
	Sep 13, 2025	Miscellaneous	\$230			\$230
WinSport for Basketball Game	Jul 25, 2025	Taxi	\$23			\$23
ATCO Field for Soccer Game	Jul 26, 2025	Taxi	\$84			\$84
Business Meeting	Jul 31, 2025	Parking	\$10			\$10
	Sep 17, 2025	Hosting		\$108		\$108
	Sep 17, 2025	Parking	\$11			\$11
Wild Soccer Game	Aug 2, 2025	Taxi	\$24			\$24
Rodeo Event in Strathmore	Aug 3, 2025	Accommodation	\$232			\$232
	Aug 3, 2025	Taxi	\$31			\$31
Rogers Charity Classic Golf Tournament	Aug 17, 2025	Taxi	\$53			\$53
Global Fest 2025	Aug 19, 2025	Taxi	\$56			\$56
Team Picnic	Aug 22, 2025	Hosting		\$76		\$76
CCC Retreat	Aug 26-27, 2025	Accommodation	\$401			\$401
		Parking	\$15			\$15
Soccer Game at Spruce Meadows	Sep 6, 2025	Taxi	\$43			\$43
British Days at Spruce Meadows	Sep 6, 2025	Taxi	\$73			\$73
Meeting Vice-Regal Representatives of Canada	Sep 9-10, 2025	Accommodation	\$437			\$437
Meeting with Premier	Sep 17, 2025	Taxi	\$13			\$13
Global Business Forum	Sep 24-26, 2025	Accommodation	\$1,109			\$1,109
BHER Meeting in Toronto	Sep 21-22, 2025	Accommodation	\$582			\$582
		Taxi	\$98			\$98
	Sep 22, 2025	Airfare	\$598			\$598
CHIEF Conference	Sep 30- Oct 3, 2025	Airfare	\$572			\$572
Trip to Saskatchewan Polytechnic	Oct 16-17, 2025	Airfare	\$437			\$437
TOTAL			\$5,503	\$184		\$5,686

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Tasneem Rahim						
VP, External						
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Total
Stampede Events	July 3, 2025	Taxi	\$52			\$52
	July 4, 2025	Taxi	\$132			\$132
	July 6, 2025	Taxi	\$34			\$34
	July 7, 2025	Taxi	\$10			\$10
	July 8, 2025	Taxi	\$35			\$35
	July 9, 2025	Taxi	\$34			\$34
Canadian Strategic Group Stampede Event	July 6, 2025	Taxi	\$37			\$37
CED Film Industry Event	July 9, 2025	Taxi	\$67			\$67
AB Blue Cross Event	July 12, 2025	Taxi	\$65			\$65
Strathmore Stampede Networking	Aug 3-4, 2025	Accommodation	\$232			\$232
Business Meeting	Aug 12, 2025	Parking	\$8			\$8
	Aug 13, 2025	Hosting		\$98		\$98
	Aug 16, 2025	Hosting		\$18		\$18
External Engagement Division Event	Aug 19, 2025	Meals			\$253	\$253
Team Get Together- BBQ Event	Aug 19, 2025	Meals			\$1,259	\$1,259
Global Business Forum	Sep 24-26, 2025	Accommodation	\$1,109			\$1,109
Trip to Ottawa	Oct 15-17, 2025	Airfare	\$733			\$733
CBIE Conference	Nov 2-5, 2025	Travel-Miscellaneous	\$1,345			\$1,345
TOTAL			\$3,893	\$115	\$1,513	\$5,521
Lynn Connell						
VP, Learner Experience						
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Total
US Consulate Independence Day Celebration	July 3, 2025	Taxi	\$6			\$6
Stampede Events	July 3, 2025	Taxi	\$43			\$43
	July 8, 2025	Taxi	\$4			\$4
	July 9, 2025	Taxi	\$84			\$84
Trip to Saskatchewan Polytechnic	Oct 16-17, 2025	Airfare	\$530			\$530
TOTAL			\$666			\$666
Cheryl Kinzel						
Interim Vice President, Academic						
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Total
Stampede Events	July 3, 2025	Taxi	\$15			\$15
	July 8, 2025	Taxi	\$4			\$4
Business Meeting	Jul 25, 2025	Hosting		\$65		\$65
Educause Annual Conference in Nashville	Oct 25-30, 2025	Travel-Airfare	\$990			\$990
Trip to Saskatchewan Polytechnic	Oct 16-17, 2025	Airfare	\$437			\$437
TOTAL			\$1,446	\$65		\$1,512

Quarterly Travel & Expense Report
For the period Jul 1 to Sep 30, 2025 (Q1)

Suzie Johnson						
VP, People, Equity, Diversity & Inclusion						
Purpose	Date	Expense Classification	Travel	Hospitality	Working Session	Total
US Consulate Independence Day Celebration	July 3, 2025	Taxi	\$6			\$6
Stampede Events	July 3, 2025	Taxi	\$21			\$21
	July 8, 2025	Taxi	\$4			\$4
TOTAL			\$31			\$31