



## PROFESSIONAL DEVELOPMENT ALLOWANCE (PDA) APPLICATION

Name: \_\_\_\_\_ Account #: \_\_\_\_\_

Department: \_\_\_\_\_

*This form is to be used only for Professional Development Allowance expenditures. All expenditures are required to maintain and enhance your professional status as set out in contract Articles 50A and 50B.*

### Travel

Location: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

### Equipment

Computer (type): \_\_\_\_\_ \$ \_\_\_\_\_

Other (describe): \_\_\_\_\_ \$ \_\_\_\_\_

**Miscellaneous** (Membership, subscription, supplies, books, periodicals). Please provide details and list below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL APPLIED FOR:** \$ \_\_\_\_\_

### Unspent PDA

20\_\_ - 20\_\_ \$ \_\_\_\_\_

20\_\_ - 20\_\_ \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_ Less current application \$ \_\_\_\_\_ Balance \$ \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_ \ \_\_\_\_ \

### Approval

Chairperson: \_\_\_\_\_ Date: \_\_\_\_ \ \_\_\_\_ \

Dean: \_\_\_\_\_ Date: \_\_\_\_ \ \_\_\_\_ \

*All expenditures are to be in accordance with current University procedures. For other than UNB Purchase orders, which may be required for equipment or supply acquisition, all **REIMBURSEMENTS WILL BE PROCESSED ONLY THROUGH UNB TRAVEL EXPENSE OR PERSONAL REIMBURSEMENT FORMS.***

**To AVOID DELAYS in the processing of your reimbursements, purchase orders, requisitions, etc., the ORIGINAL PDA FORM must accompany your requests that you forward to Financial Services for processing. For inquiries please contact Jill Gallagher at 7163 or email [jgallagh@unb.ca](mailto:jgallagh@unb.ca).**