

## **Professional Development Allowance (PDA)**

In July 1<sup>st</sup> each year, the University makes available to each Continuing, Tenured, Probationary, or Tenure-track Member a Professional Development Allowance (PDA) as governed by Article 28 of the UNBC Faculty Agreement. The PDA account is administered through the Finance Department and is automatically set up at the time of initial appointment at UNBC. On July 1<sup>st</sup> each year, PDA allocations are also automatically deposited into PDA accounts by the Finance Department.

To obtain your PDA account number and request web access to manage your PDA account, contact:

Leanne Murphy  
Director, Finance & Budgets  
(250) 960-5564  
[leanne@unbc.ca](mailto:leanne@unbc.ca)

The PDA is to be used for the purchase of items related to the performance of a Member's University-related professional and/or teaching duties. Expenditures that can be classified as University career-related include, but are not limited to, the purchase of books, subscriptions, memberships in professional associations, equipment directly related to teaching, professional or research activities, and travel-related expenses not covered by or in excess of other travel grants. Expenses for travel required for University business by Regional Members to Prince George and other Regional campuses should be reimbursed from budgets available from Programs and Colleges, and Regional Members are not expected to use their Professional Development Allowance funds to pay such expenses. Items purchased under Article 28.1 and Article 28.2 are deemed to be the property of the University of Northern British Columbia. PDA claim forms and instructions for submitting claims for reimbursement are available through the Finance Department and are also available on-line.

Monies unspent in a Member's Professional Development Allowance in an academic year shall be added to the Member's Professional Development Allowance for the next academic year, to a maximum of \$6,000.

A Member can make application to the Provost for the expenditure of up to \$5,000 of future Professional Development Allowance Funds. Such expenditures are for Members in need of funds for the publication of dissertations, travel cost in connection with the academic betterment of the individual Member, purchase of microcomputers or related equipment, or for any other endeavour that would be beneficial to the Member and the University. Members who leave the University before the period of credited service that would be required to obtain the PDA advance through normal disbursement shall be required to repay the outstanding advance.