

<p>MEMORANDUM</p> <p>12 December 2005</p> <p>Distribution List</p> <p><u>PROFESSIONAL DEVELOPMENT ALLOWANCE CARRY-OVER</u></p> <p>1. If a UT anticipates a need to make an expenditure from their Professional Development Allowance (PDA) (in fiscal year 06/07) on a single expenditure or group of related expenditures which exceed the allowance for that year, it is possible to surrender a portion of this year's unused PDA in order to increase the amount available next year. The procedure is as follows:</p> <p style="padding-left: 40px;">a) A request must be submitted to the Principal's Office prior to Dec 31, 2005, which, at a minimum details (i) the proposed use of the funds, including the totality of the 06-07 PDA (ii) the amount unspent of the allocation for 05/06 and (iii) the amount to be surrendered in 05/06 in order to increase the allocation in 06/07.</p> <p>2. A decision on the request will be made by Jan 15, 2006</p> <p>3. Should the Faculty member later alter the intended use of the enlarged 06/07 PDA, this alteration is also subject to approval and if approval is not sought, the 06/07 PDA is reduced to the basic allocation for that year of \$1300.00.</p> <p>OSB</p> <p>Dr. John Scott Cowan Principal</p> <p>Distribution List</p> <p>Action</p> <p>Deans Department Heads Faculty Members</p>	<p>Note de Service</p> <p>12 décembre 2005</p> <p>Liste de distribution</p> <p>(French translation under review Traduction française en cours)</p>
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