



**BRANDON
UNIVERSITY**

SCIENCE

Faculty of Science – PDA/PDA Pool Request

Name:

Department:

Request type (*select one*):

PDA: Pre-approval Reimbursement

PDA Pool: Pre-approval Reimbursement

Rationale (*brief description*):

Teaching

Research

Service

Signature

Date

*Expense must occur during the current fiscal year (April 1 to March 31)

*All personal PDA must be spent in full prior to PDA pool request

*This form is to be sent to the Dean of Science Office or e-mailed directly to
Science@brandonu.ca.*

Office use only:

Approved

Declined

Budget Code:

Date: