



# Seminars

Commonwealth offers enrollment in job-, business-, and industry-related *seminars*. A seminar is defined as a one- to five-day event that is not covered by our [Tuition Reimbursement](#) Plan.



## 1. Determine Eligibility

You must be at Commonwealth for *at least* six months



## 2. Get Manager Approval

Ensure managerial approval *before* registration. A Supervisor *may not* approve a seminar request.

Managerial approval is also required to get an [Industry and IT Designation](#).



## 3. Complete Request

Complete the [Seminar Request Form](#).

The form will be submitted to your manager for approval.

Approval authorization limits:

- Manager up to \$2,000,
- Director and Vice President up to \$5,000,
- SVP \$5,000 or greater.



## 4. Process Payment

Once approved, payment is made using *Talent Management's* American Express corporate card.

All payments must be processed through Talent Management. *Do not* use a personal credit card or check for payment.



## \* Travel Considerations

*Do not* book any travel (e.g., airfare, lodging) until payment for the seminar has been processed and you have received a confirmation or receipt from the seminar's organizer.

If you purchase a nonrefundable airline ticket and the seminar is cancelled, *you may be responsible* for paying the airfare and/or the airline's cancellation fee.