

About the Document

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|--------------------|---|
| name | TD-ALL-4220-M. Training or Conference Pre-Approval Form |
| owner | HR |
| what it is | A form for approving participation in accredited courses, training, conferences, or other events where there is a cost incurred by the Company – including paid time off to attend. |
| who uses it | All staff interested in participating in training/conferences |
| used with | <ul style="list-style-type: none"> ◆ <i>TD-ALL-4210-M. Conference or Training Report Form</i> ◆ <i>PC-HR-1840-M. Training Reimbursement Agreement</i> ◆ <i>TD-ALL-4230-M. Training Completion and Reimbursement Form</i> |

Why This Process is Important

If you are attending an accredited course, training or conference during working hours – even if there is no cost for the training/event, there is a cost to the company and this paid absence must be pre-approved.

Working with the Document

- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ To insert a check inside a check box, double-click on the check box and under the **Default value** heading, select **Checked**.
- ◆ Table cells will expand to accommodate any length of text.

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