



# TeamWorks Travel & Expense Implementation Questions and Answers

1. Who can use the TeamWorks Travel & Expense System? *The TTE system is only available to State employees.*
2. How long is the implementation for TTE? *There is a 3 month implementation process for on-boarding agencies. Design and data gathering occur in the first two months and training, testing and actual implementation in the third month.*
3. Are employees SSN's displayed in the TTE system? *No, the TTE system is only collecting employee travel expense information. There are no social security numbers or banking information stored in the online tool.*
4. Are there any technical requirements? *Technical requirements are minimal for this project. TeamWorks agencies will need to provide files from TeamWorks HCM and Financials. Non-TTE agencies will provide files or integration as required.*
5. Will travelers be able to cross charge expenses among different chartfields? *Yes, travelers will be able to perform cross charging through the allocation functionality.*
6. Will agencies be able to utilize travel advance and pre-trip authorization functionalities in the TTE system? *Yes, travel advance and pre-trip authorization functionalities can be configured based on the agency's requirements.*
7. Can travelers designate others in their agency to make travel reservations and complete expense reports on their behalf? *All travelers have the option of setting up delegate(s) to complete their travel reservations and travel expense form on their behalf.*
8. Can receipts be attached electronically in the system? *Yes, receipts and other supporting documentation can be attached electronically via fax, email or direct scan.*
9. How long are records available in the TTE system? *All records are retained electronically for 7 years.*
10. What type of training will be provided? *The majority of the user training is accomplished via live webinar and supported by various on-line training opportunities. However, local administrator training is a hands on class held in the SAO training facility.*