State Accounting Office
TeamWorks Travel & Expense
Wave 3 Training Registration

3 Hours

Local Administrator and Back Office Staff

Classroom Training ***Directions to SAO Offices*** 16th Floor Training Room West Tower

Back Office Processors: Jun 12, 2013 9:00am -10:30am RSVP
Local Administrators: Jun 12, 2013 10:45am - Noon RSVP

Approver Training

1 Hour

Webinar– New Wave 3 Agencies ONLY

- Thu, Jun 27, 2013 10:00 AM - 11:00 AM EDT
- Fri, Jun 28, 2013 1:00 PM - 2:00 PM EDT
- Wed, Jul 10, 2013 10:00 AM - 11:00 AM EDT

Webinar — Open to ALL TTE Agencies

- Tue, Jul 2, 2013 10:00 AM - 11:00 AM EDT

SAO Travel Support

404-657-3956 Option 9
sao_travel@sao.ga.gov

Booking Travel in TTE

1 Hour

Webinar - New Wave 3 Agencies ONLY

- Mon, Jun 17, 2013 10:00 AM - 11:00 AM EDT
- Wed, Jun 19, 2013 1:00 PM - 2:00 PM EDT
- Wed, Jun 26, 2013 1:30 PM - 2:30 PM EDT
- Thu, Jul 11, 2013 1:00 PM - 2:00 PM EDT

Webinars — Open to ALL TTE Agencies

- Tue, Jun 25, 2013 10:00 AM - 11:00 AM EDT
- Tue, Jul 23, 2013 10:00 AM - 11:00 AM EDT

Expense Report Basics

1.5 Hours

Webinar - New Wave 3 Agencies ONLY

- Thu, Jun 20, 2013 1:00 PM - 2:30 PM EDT
- Wed, Jun 26, 2013 10:00 AM - 11:30 AM EDT
- Thu, Jun 27 2013 1:00 PM - 2:30 PM EDT
- Wed, Jul 10, 2013 1:00 PM - 2:30 PM EDT

Webinars — Open to ALL TTE Agencies

- Tue, Jun 18, 2013 10:00 AM - 11:30 AM EDT
- Tue, Jul 16, 2013 10:00 AM - 11:30 AM EDT

Wave 3 Questions & Answers Webinars

1 Hour

- Thu, Jul 11, 2013 10:00 AM - 11:00 AM EDT
- Thu, Jul 18, 2013 1:00 PM - 2:00 PM EDT