

TeamWorks Travel & Expense

Self-Service Training Opportunities

Documents, Video Demonstrations and Hands-On Simulations are available 24 x 7

For Access: Click on individual links

[Traveler Recommended Training](#)

[Travel Assistant Recommended Training](#)

[Expense Delegate Recommended Training](#)

[Approver Recommended Training](#)

[Back Office Recommended Training](#)

[Local Travel Administrator Recommended Training](#)



TeamWorks Travel & Expense - User Training By ROLE

Traveler Recommended Training

GTE New Hires or New Travelers:

- [State of Georgia Travel Policy, Meal Allowances \(In State\)](#)
- [Who to Call](#) for Support – Travel Contacts
- [Traveler Training Video 2 hours](#)

Documentation:

- [How to Enter Single Day Trip Mileage \(Personal Car Mileage\)](#)
- [How to Enter Multi-Day Trip Mileage \(Personal Car Mileage\)](#)
- [How to Enter Travel Allowance \(Per Diem\) – Single Day Trips](#)
- [TTE System User Reference](#)
- [Receipt Store Quick Start Guide](#)
- [Travel Request Users Guide](#)

The following optional Training Simulations are between 2 and 12 minutes; most are 3-5 minutes.

GTE Access Simulations:

- [Logging In - Logging into Expense](#)
- [Homepage - Exploring the My Concur Homepage](#)

GTE Travel Training Simulations:

- [Updating a Travel Profile](#)
- [Creating a Travel Reservation](#)
- [Changing a Trip](#)

GTE Travel Training Demonstrations (Videos):

- [Travel Training Demo-TI](#)
- [Hotel Res Demo-TI](#)
- [Car Res Demo-TI](#)
- [Import Hotel Itinerary](#)
- [Import Company Card Travel Charges Into a New Expense Report](#)
- [Traveler Training Video 2 hours](#)

GTE Expense Training Simulations:

- [Create an Expense Report Based on a Trip](#)
- [Creating an Expense Report with Fixed Travel Allowances \(Per Diem\)](#)
- [Creating an Expense Report with Reimbursable Travel Allowances](#)
- [Entering Personal Car Mileage](#)
- [Adding Attendees to a Business Meal](#)
- [Allocating Expenses](#)
- [Itemizing Nightly Lodging Expense](#)
- [Converting Foreign Currency](#)
- [Printing and Submitting an Expense Report](#)
- [Correcting and Resubmitting an Expense Report](#)
- [Working With Cash Advances](#)
- [Applying a Travel Request to an Existing Expense Report](#)
- [Removing a Travel Request from an Existing Expense Report](#)

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Travel Assistant Recommended Training

GTE Travel Assistant/Arranger:

- [Travel Demo](#) (Video) Overview of the Travel portion of GA Travel & Expense

Documentation:

- [Who to Call](#) for Support – Travel Contacts
- [TTE System User Reference](#)
- [Receipt Store Quick Start Guide](#)
- [Travel Assistant Handbook](#)

The following optional Training Simulations are between 2 and 12 minutes; most are 3-5 minutes.

GTE Access Training Simulations:

- [Logging In - Logging into Expense](#)
- [Homepage - Exploring the My Concur Homepage](#)

GTE Travel Training Simulations:

- [Acting as a Delegate](#)
- [Updating a Travel Profile](#)
- [Creating a Travel Reservation](#)
- [Changing a Trip](#)

GTE Travel Training Demonstrations (Videos):

- [Travel Training Demo-TI](#)
- [Hotel Res Demo-TI](#)
- [Car Res Demo-TI](#)

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Expense Delegate Recommended Training

GTE New Hires or New Travelers:

- [Traveler Training Video 2 hours](#)

Documentation:

- [TTE System User Reference](#)
- [Receipt Store Quick Start Guide](#)
- [How to Enter Single Day Trip Mileage \(Personal Car Mileage\)](#)
- [How to Enter Multi-Day Trip Mileage \(Personal Car Mileage\)](#)
- [How to Enter Travel Allowance \(Per Diem\) – Single Day Trips](#)

GTE Travel Training Demonstrations (Videos):

- [Import Company Card Travel Charges Into a New Expense Report](#)
- [Traveler Training Video 2 hours](#)

The following optional Training Simulations are between 2 and 12 minutes; most are 3-5 minutes.

GTE Access Training Simulations:

- [Logging In - Logging into Expense](#)
- [Homepage - Exploring the My Concur Homepage](#)

GTE Expense Training Simulations:

- [Acting As A Delegate](#)
- [Create an Expense Report Based on a Trip](#)
- [Entering Personal Car Mileage](#)
- [Printing and Submitting An Expense Report](#)
- [Correcting and Resubmitting An Expense Report](#)
- [Allocating Expenses](#)
- [Import Hotel Itinerary](#)
- [Import Company Card Travel Charges Into a New Expense Report](#)
- [Applying a Travel Request to an Existing Expense Report](#)
- [Removing a Travel Request from an Existing Expense Report](#)

NOTE: Viewing any of the Traveler Expense simulations would also be helpful as you have time.

TeamWorks Travel & Expense - User Training By ROLE

Approver Recommended Training

GTE Approvers:

- [TTE Approver Training](#) 30 Minutes

Documentation:

- [Approvers Handbook](#)
- [Cash Advance Approver Checklist](#)
- [Expense Report Approver Checklist](#)
- [Travel Request Approver Checklist](#)
- [TTE System User Reference](#)

The following optional Training Simulations are between 2 and 12 minutes; most are 3-5 minutes.

GTE Access Training Simulations:

- [Logging In - Logging into Expense](#)
- [Homepage - Exploring the My Concur Homepage](#)

GTE Expense Training Simulations:

- [Reviewing and Approving an Expense Report](#)
- [Allocating Expenses](#)

Back Office Recommended Training

GTE Expense Back Office Processor:

- [Expense Processor](#)

GTE Back Office – HIGHLY RECOMMENDED:

- [TTE Traveler Training Video 2 hours](#)
- [TTE Approver Training](#) 30 Minutes

Documentation:

- [TTE System User Reference](#)
- [Back Office Expense Processor Handbook](#)
- [Approvers Handbook](#)

The following optional Training Simulations are available on the GA Travel & Expense Training Portal

GTE Access Training Simulations:

- [Logging In - Logging into Expense](#)
- [Homepage - Exploring the My Concur Homepage](#)

GTE Expense Training Simulations:

- [Allocating Expenses](#)
- [Expense Processor Simulation](#) (20 minutes)

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Local Travel Administrator Recommended Training

GTE Local Travel Administrator:

- [User Administration](#)
- [User Permissions](#)
- [Expense Proxy Logon](#)
- [Cash Advance Administration](#)
- [Overview of Custom System Reporting for Local Administrators](#)

GTE Back Office – HIGHLY RECOMMENDED:

- [TTE Traveler Training Video 2 hours](#)
- [TTE Approver Training](#) 30 Minutes

Documentation:

- [Back Office Expense Processor Handbook](#)
- [Expense Proxy Logon Handbook](#)
- [Shared User Administration Handbook](#)
- [Cash Advance Administration Guide](#)
- [Approver Handbook](#)
- [TTE System User Reference](#)

NOTE: Viewing any of the Traveler Expense videos or simulations would also be helpful as you have time.