



# TeamWorks Travel & Expense

## Self-Service Training Opportunities

Documents, Video Demonstrations and Interactive 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

### TTE New Hires or New Travelers:

- [State of Georgia Travel Policy, Meal Allowances \(In State\)](#)
- [Travel Contacts](#)- for Support – Travel Contacts
- [Traveler Training Video 2 hours](#)
- [Statewide Travel Policy Link](#) (Select the Travel Policy to open it)
- [TTE Participating Agencies](#) (Select TTE Participating Agencies link)

### Documentation: (How To documents have screenshots, QLook documents do not)

- [How to Enter Personal Car Mileage](#)
- [How to Enter Travel Allowances-No Overnight Stay](#)
- [How to Enter Travel Allowances – Overnight Stay](#)
- [QLook-Creating Expense Report from a Completed Trip](#)
- [QLook-Entering Personal Miles – Multiple Day Trips](#)
- [QLook-Entering Miles – Single Day Trips](#)
- [QLook-Entering Travel Allowance – No Overnight Stay](#)
- [TTE System User Reference](#)
- [TTE Receipt Store Handbook](#)
- [Travel Request Users Guide](#)
- [TTE FAQ's](#) – updated monthly on SAO website; scroll to FAQ section.

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

### TTE Access Simulations:

<a href="#">Logging In - Logging into Expense</a>	<a href="#">Changing Your TTE Password</a>
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### TTE Travel Training Simulations:

<a href="#">Updating a Travel Profile</a>	<a href="#">Changing a Trip</a>
<a href="#">Creating a Travel Reservation</a>	

### TTE Expense Training Simulations:

<a href="#">Attaching Receipts</a>	<a href="#">Allocating Expenses</a>
<a href="#">Attaching Multiple Receipts</a>	<a href="#">Itemizing Nightly Lodging Expense</a>
<a href="#">Create an Expense Report Based on a Trip</a>	<a href="#">Converting Foreign Currency</a>
<a href="#">Creating an Expense Report with Fixed Travel Allowances (Per Diem)</a>	<a href="#">Applying a Travel Request to an Existing Expense Report</a>
<a href="#">Creating an Expense Report with Reimbursable Travel Allowances</a>	<a href="#">Removing a Travel Request from an Existing Expense Report</a>
<a href="#">Entering Personal Car Mileage</a>	<a href="#">Working With Cash Advances</a>
<a href="#">Adding Travel Allowances (Meals Per Diem) to an Existing Expense Report</a>	<a href="#">Adding Attendees to a Business Meal</a>
<a href="#">Printing and Submitting an Expense Report</a>	
<a href="#">Correcting and Resubmitting an Expense Report</a>	

### TTE Travel Training Demonstrations (Videos):

<a href="#">TTE Air, Car and Hotel Res</a>	<a href="#">Import Hotel Itinerary</a>
<a href="#">TTE Hotel Only Res</a>	<a href="#">Import Company Card Travel Charges Into a New Expense Report</a>
<a href="#">TTE Car Only Res</a>	<a href="#">Traveler Training Video 2 hours</a>
<a href="#">TTE Air Only Res</a>	

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## Travel Assistant Recommended Training

### TTE Travel Assistant/Arranger:

- [TTE Air, Car and Hotel Res](#) Overview of the Travel portion of GA Travel & Expense
- [Statewide Travel Policy Link](#) (Select the Travel Policy to open it)
- [TTE Participating Agencies](#) (Select TTE Participating Agencies link)
- [TTE Hotel Only Res](#)
- [TTE Car Only Res](#)
- [TTE Air Only Res](#)

### Documentation:

- [Travel Contacts](#)- for Support – Travel Contacts
- [TTE System User Reference](#)
- [TTE Receipt Store Handbook](#)
- [Travel Assistant Handbook](#)
- [Travel Request Users Guide](#)
- [TTE FAQ's](#) – updated monthly on SAO website; scroll to FAQ section..

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

### TTE Access Training Simulations:

<a href="#">Logging In - Logging into Expense</a>	<a href="#">Changing Your TTE Password</a>
<a href="#">Homepage - Exploring the My Concur Homepage</a>	

### TTE Travel Training Simulations:

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

### TTE Travel Training Demonstrations (Videos):

- [TTE Air, Car and Hotel Res](#)
- [TTE Hotel Only Res](#)
- [TTE Car Only Res](#)
- [TTE Air Only Res](#)

# TeamWorks Travel & Expense - User Training By ROLE

## Expense Delegate Recommended Training

### TTE New Hires or New Travelers:

- [Traveler Training Video 2 hours](#)
- [Statewide Travel Policy Link](#) (Select the Travel Policy to open it)
- [TTE Participating Agencies](#) Select TTE Participating Agencies link)
- [TTE FAQ's](#) – updated monthly on SAO website; scroll to FAQ section.

### Documentation: (How To documents have screenshots, QLook documents do not)

- [How to Enter Travel Allowances-No Overnight Stay](#)
- [How to Enter Travel Allowances – Overnight Stay](#)
- [QLook-Creating Expense Report from a Completed Trip](#)
- [QLook-Entering Personal Miles – Multiple Day Trips](#)
- [QLook-Entering Miles – Single Day Trips](#)
- [QLook-Entering Travel Allowance – No Overnight Stay](#)
- [TTE System User Reference](#)
- [TTE Receipt Store Handbook](#)
- [Travel Request Users Guide](#)

### TTE 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.*

### TTE Access Training Simulations:

<a href="#">Logging In - Logging into Expense</a>	<a href="#">Changing Your TTE Password</a>
<a href="#">Homepage - Exploring the My Concur Homepage</a>	

### TTE Expense Training Simulations:

<a href="#">Acting As A Delegate</a>	<a href="#">Import Hotel Itinerary</a>
<a href="#">Create an Expense Report Based on a Trip</a>	<a href="#">Import Company Card Travel Charges Into a New Expense Report</a>
<a href="#">Entering Personal Car Mileage</a>	<a href="#">Applying a Travel Request to an Existing Expense Report</a>
<a href="#">Printing and Submitting An Expense Report</a>	<a href="#">Removing a Travel Request from an Existing Expense Report</a>
<a href="#">Correcting and Resubmitting An Expense Report</a>	<a href="#">Attaching Receipts</a>
<a href="#">Allocating Expenses</a>	<a href="#">Attaching Multiple Receipts</a>
<a href="#">Adding Travel Allowances (Meals Per Diem) to an Existing Expense Report</a>	

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

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## Approver Recommended Training

### TTE Approvers:

- [TTE Approver Training](#) 30 Minutes
- [Statewide Travel Policy Link](#) (Select the Travel Policy to open it)
- [TTE Participating Agencies](#) Select TTE Participating Agencies link)
- [TTE FAQ's](#) – updated monthly on SAO website; scroll to FAQ section.

**Documentation:** (How To documents have screenshots, QLook documents do not)

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

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

### TTE Access Training Simulations:

<a href="#">Logging In - Logging into Expense</a>	<a href="#">Changing Your TTE Password</a>
<a href="#">Homepage - Exploring the My Concur Homepage</a>	

### TTE Expense Training Simulations:

<a href="#">Reviewing and Approving an Expense Report</a>	<a href="#">Allocating Expenses</a>
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## Back Office Recommended Training

### TTE Expense Back Office Processor:

<a href="#">Expense Processor</a>	<a href="#">Statewide Travel Policy Link</a>
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### TTE Back Office – HIGHLY RECOMMENDED:

<a href="#">TTE Traveler Training Video 2 hours</a>	<a href="#">TTE Approver Training</a> 30 Minutes
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### Documentation:

- [TTE System User Reference](#)
- [Back Office Expense Processor Handbook](#)
- [Approvers Handbook](#)
- [TTE FAQ's](#) – updated monthly on SAO website; scroll to FAQ section.

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

### TTE Access Training Simulations:

<a href="#">Logging In - Logging into Expense</a>	<a href="#">Changing Your TTE Password</a>
<a href="#">Homepage - Exploring the My Concur Homepage</a>	

### TTE Expense Training Simulations:

<a href="#">Allocating Expenses</a>	<a href="#">Expense Processor Simulation</a> (20 minutes)
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## Local Travel Administrator Recommended Training

### TTE Local Travel Administrator:

<a href="#">User Administration</a>	<a href="#">Cash Advance Administration</a>
<a href="#">User Permissions</a>	<a href="#">Overview of Custom System Reporting for Local Administrators</a>
<a href="#">Expense Proxy Logon</a>	<a href="#">Statewide Travel Policy Link</a> (Select the Travel Policy to open it)

### TTE 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](#)
- [TTE Reporting Handbook](#)
- [Approvers Handbook](#)
- [TTE FAQ's](#) – updated monthly on SAO website; scroll to FAQ section.
- [TTE System User Reference](#)

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