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)
- List of Local TTE Travel Administrators by Agency

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
- Receipt Store Quick Start Guide
- Travel Request Users Guide
- TTE FAQ's – updated monthly on SAO website

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

TTE Access Simulations:

Logging In - Logging into Expense	Changing Your TTE Password

TTE Travel Training Simulations:

Updating a Travel Profile	Changing a Trip
Creating a Travel Reservation	

TTE Expense Training Simulations:

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

TTE Travel Training Demonstrations (Videos):

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

Travel Assistant Recommended Training

TTE Travel Assistant/Arranger:

- Travel Demo (Video) Overview of the Travel portion of GA Travel & Expense
- Statewide Travel Policy Link (Select the Travel Policy to open it)
- List of Local TTE Travel Administrators by Agency

Documentation:

- Travel Contacts- for Support – Travel Contacts
- TTE System User Reference
- Receipt Store Quick Start Guide
- Travel Assistant Handbook
- Travel Request Users Guide
- TTE FAQ's – updated monthly on SAO website

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

TTE Access Training Simulations:

Logging In - Logging into Expense	Changing Your TTE Password
Homepage - Exploring the My Concur Homepage	

TTE Travel Training Simulations:

- Acting as a Delegate
- Updating a Travel Profile
- Creating a Travel Reservation
- Changing a Trip

TTE Travel Training Demonstrations (Videos):

- Travel Training Demo-TI
- Hotel Res Demo-TI
- Car Res Demo-TI

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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)
- List of Local TTE Travel Administrators by Agency
- TTE FAQ's – updated monthly on SAO website

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
- Receipt Store Quick Start Guide
- 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:

Logging In - Logging into Expense	Changing Your TTE Password
Homepage - Exploring the My Concur Homepage	

TTE Expense Training Simulations:

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

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)
- List of Local TTE Travel Administrators by Agency
- TTE FAQ's – updated monthly on SAO website

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:

Logging In - Logging into Expense	Changing Your TTE Password
Homepage - Exploring the My Concur Homepage	

TTE Expense Training Simulations:

Reviewing and Approving an Expense Report	Allocating Expenses

Back Office Recommended Training

TTE Expense Back Office Processor:

Expense Processor	Statewide Travel Policy Link

TTE 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
- TTE FAQ's – updated monthly on SAO website

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

TTE Access Training Simulations:

Logging In - Logging into Expense	Changing Your TTE Password
Homepage - Exploring the My Concur Homepage	

TTE Expense Training Simulations:

Allocating Expenses	Expense Processor Simulation (20 minutes)

Local Travel Administrator Recommended Training

TTE Local Travel Administrator:

User Administration	Cash Advance Administration
User Permissions	Overview of Custom System Reporting for Local Administrators
Expense Proxy Logon	Statewide Travel Policy Link (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
- Approvers Handbook
- TTE FAQ's – updated monthly on SAO website
- TTE System User Reference

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