State Accounting Office
TeamWorks Travel & Expense
Implementation 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 11, 2014 Wed 9:00am –12:00 noon RSVP
Local Administrators: Jun 11, 2014 Wed 1:00pm - 4pm RSVP

1 Hour

Approver Training

Webinars– New Agencies ONLY

- Fri, Jun 27, 2014 10:00 AM - 11:00 AM EDT
- Mon, Jun 30, 2014 1:30 PM - 2:30 PM EDT
- Fri, Jul 11, 2014 10:00 PM - 11:00 PM EDT
- Tue, Jul 15, 2014 1:30 PM - 2:30 PM EDT

Webinar — Open to ALL TTE Agencies

- Tue, Jul 1, 2014 111:00A M - 11:30 AM EDT

1 Hour

Getting Started: Managing the TTE Profile

Webinars - New Agencies ONLY

- Fri, Jun 13, 2014 10:00 AM - 11:00 AM EDT
- Wed, Jun 18, 2014 10:00 AM - 11:00 AM EDT
- Tue, Jun 24, 2014 1:30 PM - 2:30 PM EDT
- Tue, Jul 8, 2014 1:30 PM - 2:30 PM EDT
- Mon, Jul 14, 2014 1:30 PM - 2:30 PM EDT

Webinar - Open to ALL TTE Agencies

- Tue, Jul 1, 2014 1:30 PM - 2:30 PM EDT

1.5 Hours

Booking Travel in TTE

Webinar - New Agencies ONLY

- Mon, Jun 16, 2014 1:30 PM - 3:00 PM EDT
- Fri, Jun 20, 2014 10:00 AM - 11:30 AM EDT
- Wed, Jun 25, 2014 10:00 AM - 11:30 AM EDT
- Wed, Jul 2, 2014 1:30 PM - 3:00 PM EDT
- Thu, Jul 10, 2014 10:00 AM - 11:30 AM EDT
- Wed, Jul 16, 2014 1:30 PM - 3:00 PM EDT

Webinar - Open to ALL TTE Agencies

- Tue, Jul 8, 2014 10:00 AM - 11:30 AM EDT

1.5 Hours

Expense Report Basics

Webinars - New Agencies ONLY

- Thu, Jun 19, 2014 10:00 AM - 11:30 AM EDT
- Thu, Jun 26, 2014 1:30 PM - 3:00 PM EDT
- Thu, Jul 3, 2014 10:00 AM - 11:30 AM EDT
- Wed, Jul 9, 2014 1:30 PM - 3:00 PM EDT
- Fri, Jul 11, 2014 1:30 PM - 3:00 PM EDT

Webinars - Open to ALL TTE Agencies

- Tue, Jun 17, 2014 10:00 AM - 11:30 AM EDT
- Tue, Jul 15, 2014 10:00 AM - 11:30 AM EDT

1 Hour

Questions & Answers Webinars

- Wed, Jul 9, 2014 10:00 AM - 11:00 AM EDT
- Fri, Jul 18, 2014 10:00 AM - 11:00 AM EDT

SAO Travel Support

404-657-3956 Option 9
888-896-7771 Option 9
sao_travel@sao.ga.gov