



SAO Presents:

TeamWorks Travel & Expense Live Training Webinars

Simply click on the link to register for any of the UPCOMING *Live* TeamWorks Travel and Expense training webinars. You can log into the Webinar from any PC or Laptop that plays sound and is connected to the Internet. Each session include demonstration and a Question and Answer Period.

NOTE: Pre-registration is required. Webinars with NO registrations indicated 1 hour prior to the scheduled start time will be considered cancelled.

New Expense Report
and Booking Travel
format begins Feb '14!

Getting Started: User Profile

- [Tue, Feb 4, 2014 1:00 PM - 2:00 PM EST](#)
- [Tue, Mar 4, 2014 1:00 PM - 2:00 PM EST](#)

Expense Report Basics

- [Tue, Dec 17, 2013 10:00 AM - 11:30 AM EST](#)
- [Tue, Jan 21, 2014 10:00 AM - 11:30 AM EST](#)
- [Tue, Feb 18, 2014 10:00 AM - 11:30 AM EST](#)
- [Tue, Mar 18, 2014 10:00 AM - 11:30 AM EDT](#)

Booking Travel

- [Tue, Dec 31, 2013 10:00 AM - 11:00 AM EST](#)
- [Tue, Jan 28, 2014 10:00 AM - 11:30 AM EST](#)
- [Tue, Jan 28, 2014 10:00 AM - 11:30 AM EST](#)
- [Tue, Jan 28, 2014 10:00 AM - 11:30 AM EST](#)

Approver Basics

- [Tue, Dec 3, 2013 10:00 AM - 11:00 AM EST](#)
- [Tue, Jan 7, 2014 10:00 AM - 11:00 AM EST](#)
- [Tue, Feb 4, 2014 10:00 AM - 11:00 AM EST](#)
- [Tue, Mar 4, 2014 10:00 AM - 11:00 AM EST](#)

Spotlight Training

*Personal Car Mileage/Enter Single Day Travel Allowance and
How to Cancel Hotel or Car Reservations*

- [Tue, Jan 14, 2014 10:00 AM - 11:00 AM EST](#)
- [Tue, Feb 25, 2014 10:00 AM - 11:00 AM EST](#)
- [Tue, Mar 25, 2014 10:00 AM - 11:00 AM EDT](#)

Visit the [SAO Website](#) or the [TTE Training Portal](#) to access 24 x 7 Self-Service Training.