



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.

Expense Report Basics	Booking Travel
<ul style="list-style-type: none">Tue, Jul 16, 2013 10:00 AM - 11:30 AM EDTTue, Aug 20, 2013 10:00 AM - 11:30 AM EDTTue, Sep 17, 2013 10:00 AM - 11:30 AM EDT	<ul style="list-style-type: none">Tue, Jul 23, 2013 10:00 AM - 11:00 AM EDTTue, Aug 27, 2013 10:00 AM - 11:00 AM EDTTue, Sep 24, 2013 10:00 AM - 11:00 AM EDT

Approver Basics
<ul style="list-style-type: none">Tue, Aug 6, 2013 10:00 AM - 11:00 AM EDTTue, Sep 3, 2013 10:00 AM - 11:00 AM EDT

Spotlight Training
<p><i>Overview of Changes in Entering Travel Allowances</i></p> <ul style="list-style-type: none">Wed, Jul 17, 2013 10:00 AM - 11:00 AM EDTWed, Jul 24, 2013 1:00 PM - 2:00 PM EDTTue, Jul 30, 2013 10:00 AM - 11:00 AM EDTWed, Jul 31, 2013 1:00 PM - 2:00 PM EDT <p><i>Smart Expenses/Cash Advance Return/Using Allocation Favorites and Travel Allowance Entry Changes</i></p> <ul style="list-style-type: none">Tue, Aug 13, 2013 10:00 AM - 11:30 PM EDTTue, Sep 10, 2013 10:00 AM - 11:30 PM EDT

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