



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. Webinars with no participants logged on will be closed after 10 minutes.

If you enter your email address incorrectly you will not receive confirmations or follow-ups.

Getting Started: Manage the TTE User Profile

- [Tue, Apr 1, 2014 1:30 PM - 2:30 PM EDT](#)
- [Tue, May 6, 2014 1:30 PM - 2:30 PM EDT](#)
- [Tue, Jun 3, 2014 1:30 PM - 2:30 PM EDT](#)

Expense Report Basics

- [Tue, Mar 18, 2014 10:00 AM - 11:30 AM EDT](#)
- [Tue, Apr 15, 2014 10:00 AM - 11:30 AM EDT](#)
- [Tue, May 20, 2014 10:00 AM - 11:30 AM EDT](#)
- [Tue, Jun 17, 2014 10:00 AM - 11:30 AM EDT](#)

Booking Travel

- [Tue, Mar 11, 2014 10:00 AM - 11:30 AM EDT](#)
- [Tue, Apr 8, 2014 10:00 AM - 11:30 AM EDT](#)
- [Tue, May 13, 2014 10:00 AM - 11:30 AM EDT](#)
- [Tue, Jun 10, 2014 10:00 AM - 11:30 AM EDT](#)

Approver Basics

- [Tue, Apr 1, 2014 10:00 AM - 11:00 AM EDT](#)
- [Tue, May 6, 2014 10:00 AM - 11:00 AM EDT](#)
- [Tue, Jun 3, 2014 10:00 AM - 11:00 AM EDT](#)

Spotlight Training

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

- [Tue, Mar 25, 2014 10:00 AM - 11:00 AM EDT](#)
- [Tue, Apr 22, 2014 10:00 AM - 11:00 AM EDT](#)

*How to Cancel Reservations, How to Add Travel Allowance for Single Day Trips and
Importing Smart Expenses*

- [Tue, May 27, 2014 10:00 AM - 11:00 AM EDT](#)
- [Tue, Jun 24, 2014 10:00 AM - 11:00 AM EDT](#)