



# SAO Presents:

## TeamWorks Travel & Expense Live Training Webinars

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

**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.

**NOTE:** See the Webinar Connection tips to verify your device can connect to the TTE webinar and Why Can't I hear Sound in the TTE Webinar to verify you will hear the audio on your device.

<p><b>Getting Started: Managing the TTE User Profile, Request and Cash Advances</b></p> <p><i>Prerequisite for: ALL TTE Users</i></p>	<p><b>Booking Travel in TTE</b></p> <p><i>For: TTE Users who make air, car or hotel reservations</i></p>
<ul style="list-style-type: none"> <li>• <a href="#">Tue, Oct 14, 2014 1:30 PM - 3:00 PM EDT</a></li> <li>• <a href="#">Tue, Nov 4, 2014 1:30 PM - 3:00 PM EST</a></li> <li>• <a href="#">Tue, Dec 2, 2014 1:30 PM - 3:00 PM EST</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Tue, Oct 21, 2014 10:00 AM - 11:30 AM EDT</a></li> <li>• <a href="#">Tue, Nov 18, 2014 10:00 AM - 11:30 AM EST</a></li> <li>• <a href="#">Tue, Dec 9, 2014 10:00 AM - 11:30 AM EST</a></li> </ul>
<p><b>Expense Report Basics</b></p> <p><i>For: For TTE users who have requests, advances, travel reservations for air, car hotel, as well as meals, miles and other travel expenses</i></p>	<p><b>Expense Report for Meals &amp; Miles</b></p> <p><i>For: TTE users with limited expenses such as personal car mileage, meals and expenses such as parking or tolls..</i></p>
<ul style="list-style-type: none"> <li>• <a href="#">Tue, Oct 28, 2014 10:00 AM - 11:30 AM EDT</a></li> <li>• <a href="#">Tue, Nov 25, 2014 10:00 AM - 11:30 AM EST</a></li> <li>• <a href="#">Tue, Dec 16, 2014 10:00 AM - 11:30 AM EST</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Fri, Oct 31, 2014 10:00 AM - 11:30 AM EDT</a></li> <li>• <a href="#">Fri, Nov 21, 2014 10:00 AM - 11:30 AM EST</a></li> <li>• <a href="#">Fri, Dec 19, 2014 10:00 AM - 11:30 AM EST</a></li> </ul>
<p><b>Spotlight Training</b></p> <p><i>For: Any TTE User</i></p>	<p><b>Approver Basics</b></p> <p><i>For: Managers/Supervisors who approve Advances, Expense Reports and/or Requests</i></p>
<p><i>Import Smart Expenses, Personal Car Mileage and Meals Per Diem (Travel Allowances)</i></p> <ul style="list-style-type: none"> <li>• <a href="#">Tue, Oct 21, 2014 1:30 PM - 2:30 PM EDT</a></li> </ul> <p><i>Allocations , Allocation Favorites and Travel Allowances (Meals Per Diem)</i></p> <ul style="list-style-type: none"> <li>• <a href="#">Tue, Nov 25, 2014 1:30 PM - 2:30 PM EST</a></li> <li>• <a href="#">Tue, Dec 30, 2014 10:00 AM - 11:00 AM EST</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Tue, Oct 14, 2014 10:00 AM - 11:00 AM EDT</a></li> <li>• <a href="#">Tue, Nov 4, 2014 10:00 AM - 11:00 AM EST</a></li> <li>• <a href="#">Tue, Dec 2, 2014 10:00 AM - 11:00 AM EST</a></li> </ul>