

How Do I Identify My TTE Local Travel Administrators

- Go to the SAO website (<u>https://sao.georgia.gov</u>)
- Under the Travel button select Locate your Agency's Local TeamWorks Travel and Expense Administrators.

Travel	
Statewide Travel Policy	
TeamWorks Travel and Expense Implementation Information	
Locate Your Agency's Local TeamWo Travel and Expense Administrators	orks
TeamWorks Travel and Expense Training	
Online Booking Tools	
State of Georgia Travel Contacts	
Travel Related Links and Resources	

- Type in part of your agency's name in the **Search by Agency** box and click **Appl**y.
 - o DECAL, DHS, DHS-GVRA, DOAS are listed under their acronym.
 - All TCSG schools are prefixed with TCSG. Enter part of the name of the school such as Albany, Central, Piedmont, etc.

TTE Participating Agencies Local Administrators						
Search by Agency	Search by Na	Search by Name				
edu		Apply Reset				
<u>Agency</u>	Name	<u>Email</u>				
	Circu Aller					

- All TTE Local Administrators for the agency whose name contains the letters in the sequence you specified will display.
 - The email not a clickable link.

Search by Agency edu		Search by Name		
				Apply Reset
<u>Agency</u>	<u>Name</u>		<u>Email</u>	
Education	Carol Blunt		cblunt@doe.k12.ga	.us
Education	Angie Caldwell		acaldwell@doe.k12.	ga.us
Education	Rachael Davis		radavis@doe.k12.ga.us	
Education	Konica Goodson	ı	kgoodson@doe.k12	.ga.us
Education	Jayne Neal		jneal@doe.k12.ga.u	IS
Education	Bobbi West		bwest@doe.k12.ga.	us

NOTE: You may search for a specific Local Administrator by typing any part of the name (first or last) in the **Search by Name** box. The system will display every match for the letters in the exact sequence you entered them.

NOTE: You may sort *any* of the three columns by clicking on the column header.