TEAMWORKS TRAVEL & EXPENSE (TTE) LOCAL ADMINISTRATOR FAQ'S

This document references frequently asked Local Administrator questions. Additional questions can be submitted via email to sao_travel@sao.ga.gov.

1. **What is the workflow for Agency Heads in the TTE system?**

   If your agency reports to the State Chief Financial Officer (CFO), the agency head workflow process will be as follows:

   a. Enter the expense report into the TTE system;
   b. Click Submit and route the expense report to the appropriate "internal" delegate;
   c. The "internal" delegate will select the "Approve & Forward" button on the top right;
   d. The 'internal' delegate should enter the name of the State CFO (Kelly Farr) in the appropriate field and select Submit;
   e. Once approved by the State CFO, the report will be automatically be routed back to the agency's Back Office Approver.

   If your agency **does not** report directly to the State CFO, the agency head workflow is as follows:

   a. Enter the expense report into the TTE system;
   b. Click Submit and route the expense report to the appropriate "internal' delegate;
   c. Once approved by the "internal" delegate, the expense report will be automatically be routed to the State Head Approver.
   (Note that the name of the Sate Head Approver will **NOT** be displayed until **AFTER** the expense report has been submitted.)
   d. Once approved by the State Head Approver, the report will automatically route to the Agency's Back Office Approver.

   *Elected officials are exempt from either of these approver processes.

2. **What does the Hotel Direct Bill Policy mean? Can travelers take agency checks with them to pay for hotel stays?**

The Direct Bill policy allows agencies that have a relationship with a hotel to invoice them directly, allowing travelers the opportunity to not incur out of pocket expenses. Agencies are not allowed send checks along with travelers to pay for their hotel stay. The hotel should bill the agency **after the trip** has occurred.

3. **When should new employees register for a Vendor ID and what is the process?**
   Employees that are new to a State entity must register for a vendor ID 48 hours after their start date. New employees will need to create a vendor ID in the Employee Self Service system (https://hcm.teamworks.georgia.gov) under the Self Service tab. Detailed instructions for gaining access to the TTE system can be located at https://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/New_Travelers_START_HERE_2014.pdf.

4. **What is the process for adding new chart fields in the TTE system?**
   Agencies are responsible for adding the new chart fields to their budget trees. The TTE system will automatically interface with PeopleSoft Financials daily.

5. **How can travelers change their default approvers to someone else?**
   The traveler can delete the default approver's name from the drop-down box and type in the last name of the other approver until it appears in the drop-down box. When the name appears in the drop-down box the user should select that name.

6. **How often should our agency run the "Detail Report – Extracted"?**

   SAO Travel recommends running this report at least once per month. Some agencies have found it helpful to run it weekly in order to "stay on top" of these transactions.

7. **How do we reconcile clearing accounts?**
   See Section 7 of Reporting Handbook accessible on the Local Administrator resource page.

8. **What is the process for Local Administrators to add "Approvers" in the TTE system?**

   This is a two-step process:

   i.   Local Administrators should go into the profile of the approver and check the boxes for Expense Approver and/or Request Approver.

   ii.   Then the Local Administrator should also email sao_travel@sao.ga.gov to request the approver be added to the system. The Travel Specialist that receives this request will complete the second part of this process and add the approver to the system.