



SAO Presents:

TeamWorks Travel & Expense ON DEMAND Training

Click on a link to access and immediately view TTE ON DEMAND training.

NOTE: You must use your state issued email address in the access process to have your viewing recorded. We cannot report anyone who accesses with a personal email address. These sessions are pre-recorded and available 24 x 7, 365 days a year.

<p><u>Overview of TTE Help Available on the SAO Website</u></p> <p><i>Prerequisite for: ALL TTE Users</i></p>	<p><u>Creating a Request for Travel (Pre-Trip Authorization) in TTE</u></p> <p><i>For: TTE Users in Agencies utilizing TTE Request</i></p>
<p><u>Creating a Cash Advance Request in TTE</u></p> <p><i>For: TTE Users in Agencies utilizing Cash Advance in TTE.</i></p>	<p><i>More topics coming soon!!!</i></p>

Visit the TTE Training Pages on the SAO website for additional Self-Service Training Opportunities: [SAO Website](#)