TeamWorks Travel & Expense
Implementation Questions and Answers

1. Who can use the TeamWorks Travel & Expense System? The TTE system is only available to State employees.

2. How long is the implementation for TTE? There is a 3 month implementation process for on-boarding agencies. Design and data gathering occur in the first two months and training, testing and actual implementation in the third month.

3. Are employees SSN’s displayed in the TTE system? No, the TTE system is only collecting employee travel expense information. There are no social security numbers or banking information stored in the online tool.

4. Are there any technical requirements? Technical requirements are minimal for this project. TeamWorks agencies will need to provide files from TeamWorks HCM and Financials. Non-TTE agencies will provide files or integration as required.

5. Will travelers be able to cross charge expenses among different chartfields? Yes, travelers will be able to perform cross charging through the allocation functionality.

6. Will agencies be able to utilize travel advance and pre-trip authorization functionalities in the TTE system? Yes, travel advance and pre-trip authorization functionalities can be configured based on the agency’s requirements.

7. Can travelers designate others in their agency to make travel reservations and complete expense reports on their behalf? All travelers have the option of setting up delegate(s) to complete their travel reservations and travel expense form on their behalf.

8. Can receipts be attached electronically in the system? Yes, receipts and other supporting documentation can be attached electronically via fax, email or direct scan.

9. How long are records available in the TTE system? All records are retained electronically for 7 years.

10. What type of training will be provided? The majority of the user training is accomplished via live webinar and supported by various on-line training opportunities. However, local administrator training is a hands on class held in the SAO training facility.