



TeamWorks Travel & Expense

Self-Service Training Opportunities

Documents, Video Demonstrations and Interactive Hands-On Simulations
are available 24 x 7

For Access: Click on individual links

[Traveler Recommended Training](#)

[Travel Assistant Recommended Training](#)

[Expense Delegate Recommended Training](#)

[Approver Recommended Training](#)

[Back Office Recommended Training](#)

[Local Travel Administrator Recommended Training](#)

TeamWorks Travel & Expense - User Training By ROLE

Traveler Recommended Training

TTE New Hires or New Travelers:

- [State of Georgia Travel Policy, Meal Allowances \(In State\)](#)
- [Travel Contacts](#)- for Support – Travel Contacts
- [Traveler Training Video 2 hours](#)
- [Statewide Travel Policy Link](#) (Select the Travel Policy to open it)
- [TTE Participating Agencies](#) (Select TTE Participating Agencies link)

Documentation: (How To documents have screenshots, QLook documents do not)

- [How to Enter Personal Car Mileage](#)
- [How to Enter Travel Allowances-No Overnight Stay](#)
- [How to Enter Travel Allowances – Overnight Stay](#)
- [QLook-Creating Expense Report from a Completed Trip](#)
- [QLook-Entering Personal Miles – Multiple Day Trips](#)
- [QLook-Entering Miles – Single Day Trips](#)
- [QLook-Entering Travel Allowance – No Overnight Stay](#)
- [TTE System User Reference](#)
- [TTE Receipt Store Handbook](#)
- [Travel Request Users Guide](#)
- TTE FAQ's – updated monthly on [SAO website](#)

The following optional Training Simulations are between 2 and 12 minutes; most are 3-5 minutes.

TTE Access Simulations:

Logging In - Logging into Expense	Changing Your TTE Password
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TTE Travel Training Simulations:

Updating a Travel Profile	Changing a Trip
Creating a Travel Reservation	

TTE Expense Training Simulations:

Attaching Receipts	Allocating Expenses
Attaching Multiple Receipts	Itemizing Nightly Lodging Expense
Create an Expense Report Based on a Trip	Converting Foreign Currency
Creating an Expense Report with Fixed Travel Allowances (Per Diem)	Applying a Travel Request to an Existing Expense Report
Creating an Expense Report with Reimbursable Travel Allowances	Removing a Travel Request from an Existing Expense Report
Entering Personal Car Mileage	Working With Cash Advances
Adding Travel Allowances (Meals Per Diem) to an Existing Expense Report	Adding Attendees to a Business Meal
Printing and Submitting an Expense Report	
Correcting and Resubmitting an Expense Report	

TTE Travel Training Demonstrations (Videos):

TTE Air, Car and Hotel Res	Import Hotel Itinerary
TTE Hotel Only Res	Import Company Card Travel Charges Into a New Expense Report
TTE Car Only Res	Traveler Training Video 2 hours
TTE Air Only Res	

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Travel Assistant Recommended Training

TTE Travel Assistant/Arranger:

- [TTE Air, Car and Hotel Res](#) Overview of the Travel portion of GA Travel & Expense
- [Statewide Travel Policy Link](#) (Select the Travel Policy to open it)
- [TTE Participating Agencies](#) (Select TTE Participating Agencies link)
- [TTE Hotel Only Res](#)
- [TTE Car Only Res](#)
- [TTE Air Only Res](#)

Documentation:

- [Travel Contacts](#)- for Support – Travel Contacts
- [TTE System User Reference](#)
- [TTE Receipt Store Handbook](#)
- [Travel Assistant Handbook](#)
- [Travel Request Users Guide](#)
- [TTE FAQ's](#) – updated monthly on SAO website

The following optional Training Simulations are between 2 and 12 minutes; most are 3-5 minutes.

TTE Access Training Simulations:

Logging In - Logging into Expense	Changing Your TTE Password
Homepage - Exploring the My Concur Homepage	

TTE Travel Training Simulations:

- [Acting as a Delegate](#)
- [Updating a Travel Profile](#)
- [Creating a Travel Reservation](#)
- [Changing a Trip](#)

TTE Travel Training Demonstrations (Videos):

- [TTE Air, Car and Hotel Res](#)
- [TTE Hotel Only Res](#)
- [TTE Car Only Res](#)
- [TTE Air Only Res](#)

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Expense Delegate Recommended Training

TTE New Hires or New Travelers:

- [Traveler Training Video 2 hours](#)
- [Statewide Travel Policy Link](#) (Select the Travel Policy to open it)
- [TTE Participating Agencies](#)
- TTE FAQ's – updated monthly [on SAO website](#)

Documentation: (How To documents have screenshots, QLook documents do not)

- [How to Enter Travel Allowances-No Overnight Stay](#)
- [How to Enter Travel Allowances – Overnight Stay](#)
- [QLook-Creating Expense Report from a Completed Trip](#)
- [QLook-Entering Personal Miles – Multiple Day Trips](#)
- [QLook-Entering Miles – Single Day Trips](#)
- [QLook-Entering Travel Allowance – No Overnight Stay](#)
- [TTE System User Reference](#)
- [TTE Receipt Store Handbook](#)
- [Travel Request Users Guide](#)

TTE Travel Training Demonstrations (Videos):

- [Import Company Card Travel Charges Into a New Expense Report](#)
- [Traveler Training Video 2 hours](#)

The following optional Training Simulations are between 2 and 12 minutes; most are 3-5 minutes.

TTE Access Training Simulations:

Logging In - Logging into Expense	Changing Your TTE Password
Homepage - Exploring the My Concur Homepage	

TTE Expense Training Simulations:

Acting As A Delegate	Import Hotel Itinerary
Create an Expense Report Based on a Trip	Import Company Card Travel Charges Into a New Expense Report
Entering Personal Car Mileage	Applying a Travel Request to an Existing Expense Report
Printing and Submitting An Expense Report	Removing a Travel Request from an Existing Expense Report
Correcting and Resubmitting An Expense Report	Attaching Receipts
Allocating Expenses	Attaching Multiple Receipts
Adding Travel Allowances (Meals Per Diem) to an Existing Expense Report	

NOTE: Viewing any of the Traveler Expense simulations would also be helpful as you have time.

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Approver Recommended Training

TTE Approvers:

- [TTE Approver Training](#) 30 Minutes
- [Statewide Travel Policy Link](#) (Select the Travel Policy to open it)
- [TTE Participating Agencies](#)
- TTE FAQ's – updated monthly [on SAO website](#)

Documentation: (How To documents have screenshots, QLook documents do not)

- [Approvers Handbook](#)
- [TTE System User Reference](#)
- [QLook-Expense Report Approver Checklist](#)
- [QLook-Cash Advance Approver Checklist](#)
- [QLook-Travel Advance Approver Checklist](#)

The following optional Training Simulations are between 2 and 12 minutes; most are 3-5 minutes.

TTE Access Training Simulations:

Logging In - Logging into Expense	Changing Your TTE Password
Homepage - Exploring the My Concur Homepage	

TTE Expense Training Simulations:

Reviewing and Approving an Expense Report	Allocating Expenses
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Back Office Recommended Training

TTE Expense Back Office Processor:

Expense Processor	Statewide Travel Policy Link
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TTE Back Office – HIGHLY RECOMMENDED:

TTE Traveler Training Video 2 hours	TTE Approver Training 30 Minutes
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Documentation:

- [TTE System User Reference](#)
- [Back Office Expense Processor Handbook](#)
- [Approvers Handbook](#)
- TTE FAQ's – updated monthly [on SAO website](#)

The following optional Training Simulations are available on the GA Travel & Expense Training Portal

TTE Access Training Simulations:

Logging In - Logging into Expense	Changing Your TTE Password
Homepage - Exploring the My Concur Homepage	

TTE Expense Training Simulations:

Allocating Expenses	Expense Processor Simulation (20 minutes)
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Local Travel Administrator Recommended Training

TTE Local Travel Administrator:

User Administration	Cash Advance Administration
User Permissions	Overview of Custom System Reporting for Local Administrators
Expense Proxy Logon	Statewide Travel Policy Link (Select the Travel Policy to open it)

TTE Back Office – HIGHLY RECOMMENDED:

- [TTE Traveler Training Video 2 hours](#)
- [TTE Approver Training](#) 30 Minutes

Documentation:

- [Back Office Expense Processor Handbook](#)
- [Expense Proxy Logon Handbook](#)
- [Shared User Administration Handbook](#)
- [Cash Advance Administration Guide](#)
- [TTE Reporting Handbook](#)
- [Approvers Handbook](#)
- TTE FAQ's – updated monthly [on SAO website](#)
- [TTE System User Reference](#)

NOTE: Viewing any of the Traveler Expense videos or simulations would also be helpful as you have time.