

TeamWorks Travel & Expense

Self-Service Training Opportunities

Documents, Video Demonstrations and 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 \(In State\)](#)
- [Who to Call](#) for Support – Travel Contacts
- [Traveler Training Video 2 hours](#)
- [Statewide Travel Policy Link](#) (Select the Travel Policy to open it)

Documentation:

- [How to Enter Single Day Trip Mileage \(Personal Car Mileage\)](#)
- [How to Enter Multi-Day Trip Mileage \(Personal Car Mileage\)](#)
- [How to Enter Travel Allowance \(Per Diem\) – Single Day Trips](#)
- [TTE System User Reference](#)
- [Receipt Store Quick Start Guide](#)
- [Travel Request Users Guide](#)

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
---	--

TTE Travel Training Simulations:

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

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):

Travel Training Demo-TI	Import Hotel Itinerary
Hotel Res Demo-TI	Import Company Card Travel Charges Into a New Expense Report
Car Res Demo-TI	Traveler Training Video 2 hours

TeamWorks Travel & Expense - User Training By ROLE

Travel Assistant Recommended Training

TTE Travel Assistant/Arranger:

- [Travel Demo](#) (Video) Overview of the Travel portion of GA Travel & Expense
- [Statewide Travel Policy Link](#) (Select the Travel Policy to open it)

Documentation:

- [Who to Call](#) for Support – Travel Contacts
- [TTE System User Reference](#)
- [Receipt Store Quick Start Guide](#)
- [Travel Assistant Handbook](#)

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):

- [Travel Training Demo-TI](#)
- [Hotel Res Demo-TI](#)
- [Car Res Demo-TI](#)

TeamWorks Travel & Expense - User Training By ROLE

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)

Documentation:

- [TTE System User Reference](#)
- [Receipt Store Quick Start Guide](#)
- [How to Enter Single Day Trip Mileage \(Personal Car Mileage\)](#)
- [How to Enter Multi-Day Trip Mileage \(Personal Car Mileage\)](#)
- [How to Enter Travel Allowance \(Per Diem\) – Single Day Trips](#)

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.

TeamWorks Travel & Expense - User Training By ROLE

Approver Recommended Training

TTE Approvers:

- [TTE Approver Training](#) 30 Minutes
- [Statewide Travel Policy Link](#) (Select the Travel Policy to open it)

Documentation:

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

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](#)

Back Office Recommended Training

TTE Expense Back Office Processor:

Expense Processor	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:

- [TTE System User Reference](#)
- [Back Office Expense Processor Handbook](#)
- [Approvers Handbook](#)

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)
-------------------------------------	---

TeamWorks Travel & Expense - User Training By ROLE

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](#)
- [Approver Handbook](#)
- [TTE System User Reference](#)

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