

State Accounting Office

TeamWorks Travel & Expense



Implementation Training Registration – Wave 6

Local Administrator and Back Office Staff ONLY	
Classroom Training Directions to SAO Offices 16th Floor Training Room West Tower	
Back Office Processors: TBD 9:00am –12:00 noon Local Administrators: TBD 1:00pm - 4pm	
Traveler & Approver WEBINARS	
Getting Started: Managing the TTE User Profile, Request and Cash Advances <i>Prerequisite for: ALL TTE Users</i>	Booking Travel in TTE <i>For: TTE Users who make air, car or hotel reservations</i>
<ul style="list-style-type: none"> Wed, Jan 21, 2015 10:00 AM - 11:30 AM EST Mon, Jan 26, 2015 1:30 PM - 3:00 PM EST Tue, Feb 3, 2015 1:30 PM - 3:00 PM EST Mon, Feb 9, 2015 10:00 AM - 11:30 AM EST 	<ul style="list-style-type: none"> Wed, Jan 21, 2015 1:30 PM - 3:00 PM EST Wed, Jan 28, 2015 10:00 AM - 11:30 AM EST Wed, Feb 4, 2015 1:30 PM - 3:00 PM EST Tue, Feb 10, 2015 10:00 AM - 11:30 AM EST
Expense Report Basics <i>For: For TTE users who have requests, advances, travel reservations for air, car hotel, as well as meals, miles and other travel expenses</i>	Expense Report for Meals & Miles <i>For: TTE users with limited expenses such as personal car mileage, meals and expenses such as parking or tolls..</i>
<ul style="list-style-type: none"> Thu, Jan 22, 2015 10:00 AM - 11:30 AM EST Thu, Jan 29, 2015 1:30 PM - 3:00 PM EST Thu, Feb 5, 2015 10:00 AM - 11:30 AM EST Wed, Feb 11, 2015 10:00 AM - 11:30 AM EST 	<ul style="list-style-type: none"> Fri, Jan 23, 2015 10:00 AM - 11:30 AM EST Fri, Jan 30, 2015 1:30 PM - 3:00 PM EST Fri, Feb 6, 2015 10:00 AM - 11:30 AM EST Thu, Feb 12, 2015 1:30 PM - 3:00 PM EST
Questions & Answer <i>For: Any TTE User</i>	Approver Basics <i>For: ONLY Managers/Supervisors who approve Advances, Expense Reports and/or Requests</i>
<ul style="list-style-type: none"> Mon, Feb 16, 2015 1:30 PM - 2:30 AM EST Fri, Feb 20, 2015 10:00 AM - 11:00 AM EST 	<ul style="list-style-type: none"> Fri, Jan 30, 2015 10:00 AM - 11:00 AM EST Mon, Feb 2, 2015 1:30 PM - 2:30 PM EST Tue, Feb 3, 2015 10:00 AM - 11:00 AM EST Fri, Feb 13, 2015 10:00 AM - 11:00 AM EST

NOTE: Employees choose between Expense Report Basics and Expense Report for Meals and Miles