State Accounting Office

TeamWorks Travel & Expense

Implementation Training Registration – Wave 7

Local Administrator and Back Office Staff ONLY

Classroom Training ***Directions to SAO Offices*** 16th Floor Training Room West Tower

Back Office Processors: 6/10 and 6/11 9:00am –12:00 noon
Local Administrators: 6/10 and 6/11 1:00pm - 4pm

Traveler & Approver WEBINARS

Getting Started: Managing the TTE User Profile, Request and Cash Advances

Prerequisite for: ALL TTE Users

- Mon, Jun 8 10:00 AM - 11:30 AM
- Fri, Jun 12 1:30 PM - 3:00 PM
- Mon, Jun 22 10:00 AM - 11:30 AM
- Tue, Jul 7 1:30 PM - 3:00 PM
- Mon, Jul 13 10:00 AM – 11:30 AM

Booking Travel in TTE

For: TTE Users who make air, car or hotel reservations

- Tue, Jun 9 10:00 AM – 11:30 AM
- Mon, Jun 15 10:00 AM - 11:30 AM
- Tue, Jun 23 1:30 PM - 3:00 PM
- Wed, Jul 8 10:00 AM - 11:30 AM
- Tue, Jul 14 10:00 AM – 11:30 AM

Expense Report Basics

For: For TTE users who have requests, advances, travel reservations for air, car hotel, as well as meals, miles and other travel expenses

- Thu, Jun 11 10:00 AM - 11:30 AM
- Tue, Jun 16 10:00 AM – 11:30 AM
- Thu, Jun 25 10:00 AM - 11:30 AM
- Thu, Jul 9 10:00 AM - 11:30 AM
- Tue, Jul 21 10:00 AM – 11:30 AM

OR

Expense Report for Meals & Miles

For: TTE users with limited expenses such as personal car mileage, meals, rental car and expenses such as parking or tolls.

- Fri, Jun 12 10:00 AM - 11:30 AM
- Fri, Jun 19 10:00 AM - 11:30 AM
- Fri, Jun 26 10:00 AM - 11:30 AM
- Fri, Jul 10 10:00 AM – 11:30 AM
- Fri, Jul 24 10:00 AM – 11:30 AM

Questions & Answer

For: Any TTE User

- Fri, Jul 10 1:30 PM – 2:30 PM
- Thu, Jul 16 10:00 AM – 11:00 AM

Approver Basics

For: ONLY Managers/Supervisors who approve Advances, Expense Reports and/or Requests

- Mon, Jun 29 10:00 AM - 11:00 AM
- Wed, July1 10:00 AM – 11:00 AM
- Tue, Jul 7 10:00 AM - 11:00 AM