

State Accounting Office TeamWorks Travel & Expense



Implementation Training Registration – Mar/May

On Demand Training	
Required for ALL TTE Users:	Required if your Agency uses TTE Request and/or Cash Advances in TTE:
Click on a link to register and <i>immediately</i> view On Demand Training. Your registration is recorded and reported to your agency. Register with your state email address to receive credit for viewing On Demand Training.	
<ul style="list-style-type: none"> Accessing TTE Help on the SAO Website 	<ul style="list-style-type: none"> Creating a Request for Travel in TTE Creating a Cash Advance in TTE
Traveler & Approver	
Log into the Webinar from <u>any PC or Laptop that plays sound and is connected to the Internet</u> . Each session includes a demonstration and a Question and Answer Period. If you enter your email address incorrectly you will not receive confirmations or follow-ups. Registration and attendance is reported to your agency.	
NOTE: Registration is required. NOTE: Go to Test Your Connection and click on the test link to make sure your PC can access our webinar platform any time PRIOR to the webinar.	
Getting Started: Managing the TTE User Profile	Booking Travel in TTE
<i>Prerequisite for: ALL TTE Users</i>	<i>For: TTE Users who make air, car or hotel reservations</i>
<ul style="list-style-type: none"> Mon Mar 7 1:30am 118-714-939 Mon Apr 5 10-11:30am 151-921-851 Mon Apr 18 1:30-3pm 151-612-451 Tue Apr 26 1:30-3:00pm 128-968-267 Tue May 3 1:30-3:00pm 154-643-003 Mon May 9 1:30-3:00pm 130-023-251 	<ul style="list-style-type: none"> Fri Mar 11 10-11:30am 133-776-627 Tue Apr 12 10-11:30am 146-298-635 Wed Apr 27 10-11:30am 119-857-907 Wed May 4 10-11:30am 158-898-307 Tue May 10 10-11:30am 147-582-643
Expense Report Basics	Expense Report for Meals & Miles
<i>For TTE users reporting requests, air/car/hotel TTE reservation expenses, cash advances, allocations meals, personal car mileage and other expenses</i>	<i>For TTE users reporting meals, personal car mileage, rental cars, hotel with no TTE reservation (direct bill or conference hotel)</i>
<ul style="list-style-type: none"> Tue Mar 15 10-11:30am 100-276-803 Thu Mar 17 10-11:30am 121-142-051 Fri Apr 8 10-11:30am 135-450-147 Wed Apr 13 1:30-3pm 130-863-547 Tue Apr 26 10-11:30am 135-198-411 Thu May 5 10-11:30am 149-437-363 Wed May 11 1:30-3:30pm 133-904-643 Tue May 17 10-11:30am 102-336-731 	<ul style="list-style-type: none"> Wed Mar 16 1:30-3pm 155-954-339 Thu Apr 7 10-11:30am 149-203-467 Mon Apr 11 10-11:30am 157-719-243 Fri Apr 29 10-11:30am 102-519-611 Fri May 6 10-11:30am 156-862-555 Thu May 12 10-11:30pm 132-321-075 Fri May 20 10-11:30am 105-389-243
Questions & Answer	Approver Basics
<i>For: Any TTE User</i>	<i>For: TTE Managers/Supervisors who approve Expense Reports, Cash Advances and/or Requests</i>
<ul style="list-style-type: none"> Thu Mar 10 10-11:30am 132-157-947 Mon Mar 14 1:30-3pm 143-015-923 Tue May 10 1:30-3 pm 134-053-147 Fri May 20 1:30-3pm 145-450-051 	<ul style="list-style-type: none"> Tue Apr 5 1:30-2:30pm 122-400-097 Fri Apr 29 1:30-3:00pm 123-483-523 Tue May 3 10-11:30am 125-281-155 Wed May 18 10-11:30am 126-185-483

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