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 *immediately* 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.

• Accessing TTE Help on the SAO Website	• Creating a Request for Travel in TTE • Creating a Cash Advance in TTE

Traveler & Approver

Log into the Webinar from any PC or Laptop that plays sound and is connected to the Internet. 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

Prerequisite for: ALL TTE Users

- Mon Mar 7 1:30am 118-714-939
- Tue 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

Booking Travel in TTE

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

- 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

For TTE users reporting requests, air/car/hotel TTE reservation expenses, cash advances, allocations meals, personal car mileage and other expenses

- 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

OR

Expense Report for Meals & Miles

For TTE users reporting meals, personal car mileage, hotel with no TTE reservation (direct bill or conference hotel), tolls, parking

- Wed Mar 16 1:30-3pm 155-954-339
- Thu Apr 7 10-11:#0am 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

For: Any TTE User

- 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

Approver Basics

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

- 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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