

State Accounting Office
TeamWorks Travel & Expense
Implementation Training Registration – Wave 8



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	
You can log into the Webinar from <u>any PC or Laptop that plays sound and is connected to the Internet</u> . Each session include demonstration and a Question and Answer Period. If you enter your email address incorrectly you will not receive confirmations or follow-ups NOTE: <u>Registration is required.</u> 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, Request and Cash Advances	Booking Travel in TTE
<i>Prerequisite for: ALL TTE Users</i> <ul style="list-style-type: none"> TBD 	<i>For: TTE Users who make air, car or hotel reservations</i> <ul style="list-style-type: none"> TBD
Expense Report Basics	OR 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> <ul style="list-style-type: none"> TBD 	<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"> TBD
Questions & Answer	Approver Basics
<i>For: Any TTE User</i> <ul style="list-style-type: none"> TBD 	<i>For: TTE Managers/Supervisors who approve Expense Reports, Cash Advances and/or Requests</i> <ul style="list-style-type: none"> TBD

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