

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



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. You MUST 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

You can log into the Webinar from any PC or Laptop that plays sound and is connected to the Internet. 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. 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, Request and Cash Advances

Booking Travel in TTE

Prerequisite for: ALL TTE Users

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

- [Tue Jan 19 1:30-3pm 133-291-531](#)
- [Mon Jan 25 10-11:30am 154-160-603](#)
- [Tue Feb 2 1:30-3pm 128-207-947](#)
- [Mon Feb 8 10-11:30am 131-311-851](#)
- [Mon Feb 15 10-11:30am 133-250-539](#)

- [Tue Jan 19 10-11:30am 138-244-715](#)
- [Wed Jan 27 10-11:30am 117-349-659](#)
- [Wed Feb 3 10-11:30am 158-284-091](#)
- [Tue Feb 9 10-11:30am 159-264-299](#)
- [Tue Feb 16 1:30-3pm 147-791-523](#)

Expense Report Basics

OR

Expense Report for Meals & Miles

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

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

- [Wed Jan 20 10-11:30am 105-172-747](#)
- [Tue Jan 26 10-11:30am 114-112-939](#)
- [Thu Feb 4 10-11:30am 140-291-771](#)
- [Wed Feb 10 10-11:30am 122-383-219](#)
- [Tue Feb 16 10-11:30am 154-309-427](#)

- [Fri Jan 22 10-11:30am 104-613-667](#)
- [Fri Jan 29 1:30-3pm 130-602-379](#)
- [Fri Feb 5 10-11:30am 145-879-307](#)
- [Fri Feb 12 10-11:30am 157-135-579](#)
- [Fri Feb 19 10-11:30am 144-325-051](#)

Questions & Answer

Approver Basics

For: Any TTE User

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

- [Tue Feb 9 1:30-3pm 142-997-955](#)
- [Thu Feb 18 10-11:30am 118-595-403](#)

- [Tue Jan 5 10-11am 118-187-323](#)
- [Thu Jan 28 1:30-2:30pm 125-229-827](#)
- [Fri Jan 29 10-11pm 127-774-395](#)
- [Tue Feb 2 10-11am 123-495-691](#)
- [Tue Feb 23 1:30-2:30pm 154-741-091](#)

If you lose your confirmation or do not receive one go to www.joinwebinar.com, Enter the 9 digit webinar code (listed next to webinar above) and enter your email address. Please use state issued email when possible.