

# State Accounting Office TeamWorks Travel & Expense



## Implementation Training Registration – Wave 8

<b>Local Administrator and Back Office Staff ONLY</b>	
<b>Classroom Training</b> <a href="#">Directions to SAO Offices</a> 16th Floor Training Room West Tower	
<b>Back Office Processors:</b> Dec 15 9:00am – 12:00 noon <b>Local Administrators:</b> Dec 15 1:00pm - 4:00 pm	
<b>Traveler &amp; Approver</b>	
You can log into the Webinar from <u>any PC or Laptop</u> 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	
<b>NOTE:</b> <u>Registration is required.</u> <b>NOTE:</b> Go to <a href="#">Test Your Connection</a> 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>	<i>For: TTE Users who make air, car or hotel reservations</i>
<ul style="list-style-type: none"> <li><a href="#">Tue Jan 19 1:30-3pm 133-291-531</a></li> <li><a href="#">Mon Jan 25 10-11:30am 154-160-603</a></li> <li><a href="#">Tue Feb 2 1:30-3pm 128-207-947</a></li> <li><a href="#">Mon Feb 8 10-11:30am 131-311-851</a></li> <li><a href="#">Mon Feb 15 10-11:30am 133-250-539</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Tue Jan 19 10-11:30am 138-244-715</a></li> <li><a href="#">Wed Jan 27 10-11:30am 117-349-659</a></li> <li><a href="#">Wed Feb 3 10-11:30am 158-284-091</a></li> <li><a href="#">Tue Feb 9 10-11:30am 159-264-299</a></li> <li><a href="#">Tue Feb 16 1:30-3pm 147-791-523</a></li> </ul>
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"> <li><a href="#">Wed Jan 20 10-11:30am 105-172-747</a></li> <li><a href="#">Tue Jan 26 10-11:30am 114-112-939</a></li> <li><a href="#">Thu Feb 4 10-11:30am 140-291-771</a></li> <li><a href="#">Wed Feb 10 10-11:30am 122-383-219</a></li> <li><a href="#">Tue Feb 16 10-11:30am 154-309-427</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Fri Jan 22 10-11:30am 104-613-667</a></li> <li><a href="#">Fri Jan 29 1:30-3pm 130-602-379</a></li> <li><a href="#">Fri Feb 5 10-11:30am 145-879-307</a></li> <li><a href="#">Fri Feb 12 10-11:30am 157-135-579</a></li> <li><a href="#">Fri Feb 19 10-11:30am 144-325-051</a></li> </ul>
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"> <li><a href="#">Tue Feb 9 1:30-3pm 142-997-955</a></li> <li><a href="#">Thu Feb 18 10-11:30am 118-595-403</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Tue Jan 5 10-11am 118-187-323</a></li> <li><a href="#">Thu Jan 28 1:30-2:30pm 125-229-827</a></li> <li><a href="#">Fri Jan 29 10-11pm 127-774-395</a></li> <li><a href="#">Tue Feb 2 10-11am 123-495-691</a></li> <li><a href="#">Tue Feb 23 1:30-2:30pm 154-741-091</a></li> </ul>

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