



TeamWorks Travel & Expense

Self-Service Training Opportunities

Documents, Video Demonstrations and Interactive Hands-On Simulations
are available 24 x 7

For Access: Click on individual links

[Traveler Recommended Training](#)

[Travel Assistant Recommended Training](#)

[Expense Delegate Recommended Training](#)

[Approver Recommended Training](#)

[Back Office Recommended Training](#)

[Local Travel Administrator Recommended Training](#)

TeamWorks Travel & Expense - User Training By ROLE

Traveler Recommended Training

Recommended initial training for new users is marked with a ■

Documentation: **How To Documents** (step by step with screenshots)

How To Change Your TTE Password	How to Enter Allocations and Create Favorites
How to Correct Allocations	How to Use Allocation Favorites
How to Enter Personal Car Mileage	
How to Enter Travel Allowances-No Overnight Stay	How to Enter Travel Allowances – Overnight Stay

Documentation: **Qlook Documents** (step by step - no screenshots)

QLook-Entering Miles – Single Day Trips	QLook-Entering Personal Miles – Multiple Day Trips
QLook-Entering Travel Allowance – No Overnight Stay	QLook-Creating Expense Report from a Completed Trip
Qlook-Using the Allocation Function	

Documentation: **Reference Materials and FAQ**

TTE System User Reference	TTE Receipt Store Handbook ■
Travel Request Users Guide	TTE FAQ's – updated monthly on SAO website; scroll to FAQ section.
Statewide Travel Policy Link (Select the Travel Policy to open it) ■	State of Georgia Travel Policy, Meal Allowances (In State) ■
TTE Participating Agencies (Select TTE Participating Agencies link)	Travel Contacts (Select Travel Contacts link) ■

Interactive hands on Training Simulations are between 2 and 12 minutes in length.

TTE Access Simulations:

Logging In - Logging into Expense	Changing Your TTE Password
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TTE Travel Training Simulations:

Updating a Travel Profile	Changing a Trip
Creating a Travel Reservation	

TTE Expense Training Simulations:

Attaching Receipts ■	Allocating Expenses
Attaching Multiple Receipts ■	Itemizing Nightly Lodging Expense
Create an Expense Report Based on a Trip	Converting Foreign Currency
Creating an Expense Report with Fixed Travel Allowances (Per Diem)	Applying a Travel Request to an Existing Expense Report
Creating an Expense Report with Reimbursable Travel Allowances	Removing a Travel Request from an Existing Expense Report
Entering Personal Car Mileage ■	Working With Cash Advances
Adding Travel Allowances (Meals Per Diem) to an Existing Expense Report	Adding Attendees to a Business Meal
Printing and Submitting an Expense Report	Correcting and Resubmitting an Expense Report

TTE Travel Training Demonstrations (Videos): *These are videos and are not interactive.*

TTE Air, Car and Hotel Res	Import Hotel Itinerary
TTE Hotel Only Res	Import Company Card Travel Charges Into a New Expense Report
TTE Car Only Res	Traveler Training Video 2 hours ■
TTE Air Only Res	

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Travel Assistant Recommended Training

Recommended initial training for new users is marked with a ■

Documentation: How To Documents (step by step with screenshots)

How To Change Your TTE Password	
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Documentation: Reference Materials and FAQ

TTE System User Reference	TTE Receipt Store Handbook ■
Travel Request Users Guide	TTE FAQ's – updated monthly on SAO website; scroll to FAQ section.
Statewide Travel Policy Link (Select the Travel Policy to open it) ■	Travel Assistant Handbook
TTE Participating Agencies (Select TTE Participating Agencies link)	Travel Contacts (Select Travel Contacts link) ■

TTE Access Simulations:

Logging In - Logging into Expense	Changing Your TTE Password
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TTE Travel Training Simulations:

Updating a Travel Profile	Changing a Trip
Creating a Travel Reservation	

TTE Travel Training Demonstrations (Videos): *These are videos and are not interactive.*

TTE Air, Car and Hotel Res ■	TTE Hotel Only Res ■
TTE Car Only Res ■	TTE Air Only Res ■
Traveler Training Video 2 hours	

Interactive hands on Training Simulations are between 2 and 12 minutes in length.

TTE Access Training Simulations:

Logging In - Logging into Expense	Changing Your TTE Password
Homepage - Exploring the My Concur Homepage	

TTE Travel Training Simulations:

Acting as a Delegate	Creating a Travel Reservation
Updating a Travel Profile	Changing a Trip

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Expense Delegate Recommended Training

TTE New Hires or New Travelers:

- [Traveler Training Video 2 hours](#)
- [Statewide Travel Policy Link](#) (Select the Travel Policy to open it)
- [TTE Participating Agencies](#) Select TTE Participating Agencies link)
- [TTE FAQ's](#) – updated monthly on SAO website; scroll to FAQ section.

Documentation: (How To documents have screenshots, QLook documents do not)

- [How to Enter Travel Allowances-No Overnight Stay](#)
- [How to Enter Travel Allowances – Overnight Stay](#)
- [QLook-Creating Expense Report from a Completed Trip](#)
- [QLook-Entering Personal Miles – Multiple Day Trips](#)
- [QLook-Entering Miles – Single Day Trips](#)
- [QLook-Entering Travel Allowance – No Overnight Stay](#)
- [TTE System User Reference](#)
- [TTE Receipt Store Handbook](#)
- [Travel Request Users Guide](#)

TTE Travel Training Demonstrations (Videos):

- [Import Company Card Travel Charges Into a New Expense Report](#)
- [Traveler Training Video 2 hours](#)

The following optional Training Simulations are between 2 and 12 minutes; most are 3-5 minutes.

TTE Access Training Simulations:

Logging In - Logging into Expense	Changing Your TTE Password
Homepage - Exploring the My Concur Homepage	

TTE Expense Training Simulations:

Acting As A Delegate	Import Hotel Itinerary
Create an Expense Report Based on a Trip	Import Company Card Travel Charges Into a New Expense Report
Entering Personal Car Mileage	Applying a Travel Request to an Existing Expense Report
Printing and Submitting An Expense Report	Removing a Travel Request from an Existing Expense Report
Correcting and Resubmitting An Expense Report	Attaching Receipts
Allocating Expenses	Attaching Multiple Receipts
Adding Travel Allowances (Meals Per Diem) to an Existing Expense Report	

NOTE: Viewing any of the Traveler Expense simulations would also be helpful as you have time.

TeamWorks Travel & Expense - User Training By ROLE

Approver Recommended Training

TTE Approvers:

- [TTE Approver Training](#) 30 Minutes
- [Statewide Travel Policy Link](#) (Select the Travel Policy to open it)
- [TTE Participating Agencies](#) Select TTE Participating Agencies link)
- [TTE FAQ's](#) – updated monthly on SAO website; scroll to FAQ section.

Documentation: (How To documents have screenshots, QLook documents do not)

- [Approvers Handbook](#)
- [TTE System User Reference](#)
- [QLook-Expense Report Approver Checklist](#)
- [QLook-Cash Advance Approver Checklist](#)
- [QLook-Travel Advance Approver Checklist](#)

The following optional Training Simulations are between 2 and 12 minutes; most are 3-5 minutes.

TTE Access Training Simulations:

Logging In - Logging into Expense	Changing Your TTE Password
Homepage - Exploring the My Concur Homepage	

TTE Expense Training Simulations:

Reviewing and Approving an Expense Report	Allocating Expenses
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Back Office Recommended Training

TTE Expense Back Office Processor:

Expense Processor	Statewide Travel Policy Link
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TTE Back Office – HIGHLY RECOMMENDED:

TTE Traveler Training Video 2 hours	TTE Approver Training 30 Minutes
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Documentation:

- [TTE System User Reference](#)
- [Back Office Expense Processor Handbook](#)
- [Approvers Handbook](#)
- [TTE FAQ's](#) – updated monthly on SAO website; scroll to FAQ section.

The following optional Training Simulations are available on the GA Travel & Expense Training Portal

TTE Access Training Simulations:

Logging In - Logging into Expense	Changing Your TTE Password
Homepage - Exploring the My Concur Homepage	

TTE Expense Training Simulations:

Allocating Expenses	Expense Processor Simulation (20 minutes)
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Local Travel Administrator Recommended Training

TTE Local Travel Administrator:

User Administration	Cash Advance Administration
User Permissions	Overview of Custom System Reporting for Local Administrators
Expense Proxy Logon	Statewide Travel Policy Link (Select the Travel Policy to open it)

TTE Back Office – HIGHLY RECOMMENDED:

- [TTE Traveler Training Video 2 hours](#)
- [TTE Approver Training](#) 30 Minutes

Documentation:

- [Back Office Expense Processor Handbook](#)
- [Expense Proxy Logon Handbook](#)
- [Shared User Administration Handbook](#)
- [Cash Advance Administration Guide](#)
- [TTE Reporting Handbook](#)
- [Approvers Handbook](#)
- [TTE FAQ's](#) – updated monthly on SAO website; scroll to FAQ section.
- [TTE System User Reference](#)

NOTE: Viewing any of the Traveler Expense videos or simulations would also be helpful as you have time.