

# State Accounting Office

## TeamWorks Travel & Expense Training

### What To Expect



The Training Program for the TeamWorks Travel and Expense (TTE) system provides an excellent foundation for your agency's success with TTE prior to "Go Live." We provide live, hands on training at the SAO offices for Travel Administrative staff and a series of live webinars for Approvers and Travelers.

To accommodate individual learning curves and provide new employee education, we offer a variety of options for users to achieve success on an ongoing basis:

1. Live, role based webinar training for Travelers and Approvers
2. Self-service video training for these and other topics, accessible 24/7 via our SAO website and within TTE.
3. Short (average 3-5 minutes) self-service, interactive simulations, videos and documentation on many topics are available 24/7. These can be viewed when a user has specific questions or needs a short refresher on a particular topic. New instructional materials, videos and interactive simulations are added regularly.

#### TTE Implementation Training Program



**Local Travel Administrators—3 hours**  
**Back Office Staff Training—3 hours**

Approx 4 Weeks PRIOR to Go Live: Hands on training at the SAO offices in downtown Atlanta.



**Travelers, Travel Assistants and Expense Delegates**

**Getting Started: Managing the TTE Profile —1.5 hours**  
**Booking Travel in TTE—1.5 hours**  
**Expense Report Basics—1.5 hours or**  
**Expense Report for Meals and Miles —1.5 hours**

2-3 Weeks PRIOR to Go Live: Live webinars  
3 Weeks AFTER Go Live: Live webinars



**TTE Approver Training—1 hour**

1 Weeks PRIOR to Go Live  
and Go Live Week: Live webinars  
1-2 Weeks After Go Live: Live Webinar



**Follow-up Question and Answer**  
**W/ Demonstration—1 hour**

2 Weeks POST Live: Live webinar  
3 Weeks POST Live: Live webinar

#### STATE ACCOUNTING OFFICE

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