SAO Presents:

TeamWorks Travel & Expense LIVE Training Webinars

Click on a link to register for any of the UPCOMING *Live* TeamWorks Travel and Expense training webinars. 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

NOTE: Registration is required. Webinars with NO registrations indicated 1 hour prior to the scheduled start time will be considered cancelled. Webinars with registrations and no one logged in will be closed 15 minutes after the start time.

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 to ensure we can report your attendance

NOTE: Go to *Test Your Connection* and click on the test link to make sure your PC can access our webinar platform any time BEFORE the webinar starts.

Getting Started: Managing the TTE User Profile *Prerequisite for: ALL TTE Users*	Booking Travel in TTE *For: TTE Users who make air, car or hotel reservations*
• Tue Apr 5 10-11:30pm 151-921-851 • Tue May 3 1:30-3pm 154-697-899 • Tue Jun 7 1:30-3pm 119-697-899 • Tue Jul 5 1:30-3pm 155-552-243	• Tue Apr 12 10-11:30am 146-298-635 • Tue May 10 10-11:30am 147-582-643 • Tue Jun 14 10-11:30am 136-764-659 • Tue Jul 12 10-11:30am 100-370-539

Expense Report Basics *For TTE users reporting requests, air/car/hotel TTE reservation expenses, cash advances, allocations meals, personal car mileage and other expenses*	OR	Expense Report for Meals & Miles *For TTE users reporting meals, personal car mileage, hotel with no TTE reservation (direct bill or conference hotel)*
• Tue Apr 26 10-11:30am 135-918-411 • Tue May 17 10-11:30am 102-336-731 • Tue Jun 21 10-11:30am 102-793-315 • Tue Jul 19 10-11:30am 103-640-779		• Fri, Apr 29 10-11:30am 102-519-611 • Fri May 20 10-11:30am 105-389-243 • Fri Jun 24 10-11:30am 105-684-763 • Fri Jul 22 10-11:30am 106-247-507

Spotlight Training *For: Any TTE User – 1 or 2 functions in TTE will be the focus of the entire webinar. Topics will vary.*	Approver Basics *For: TTE Managers/Supervisors who approve Expense Reports, Cash Advances and/or Requests*
Enter Meals Per Diem • Tue, Apr 28 10-11:30am 111-479-803 *Change or Delete a TTE Travel Reservation* • Tue, May 24 10-11:30am 107-716-843 *Exceptions and Error Messages in TTE* • Tue Jun 28 10-11:30am 108-377-099 *Submit a Report to an Alternate Approver* • *Tue Jul 26 10-11:30am 108-315-083*	• Tue. Apr 5 1:303:00 pm 122-400-067 • Tue May 3 10-11:30am 125-281-155 • Tue Jun 7 10-11:30am 116-556-051 • Tue Jul 5 10-11:30am 123-498-355

On Demand Basic Training

Click on a link to register and *immediately* view On Demand Training. Your registration is recorded and reported to your agency. Register with your state email address to receive credit for viewing On Demand Training.

Required for ALL TTE Users:	Required **if** your Agency uses TTE Request and/or Cash Advances in TTE:
• Accessing TTE Help on the SAO Website	• Creating a Request for Travel in TTE • Creating a Cash Advance in TTE

To access additional 24 x 7 Self-Service Training Opportunities click here: SAO Website