



# 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. 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

**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.

**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.

<p><b>Getting Started: Managing the TTE User Profile, Request and Cash Advances</b></p> <p><i>Prerequisite for: ALL TTE Users</i></p>	<p><b>Booking Travel in TTE</b></p> <p><i>For: TTE Users who make air, car or hotel reservations</i></p>
<ul style="list-style-type: none"> <li>• <a href="#">Tue, Aug 4 1:30 –3 pm</a> 112-826-891</li> <li>• <a href="#">Tue, Sep 1 1:30- 3pm</a> 126-479-547</li> <li>• <a href="#">Tue, Oct 13 1:3- 3pm</a> 152-287-875</li> <li>• <a href="#">Tue, Nov 3 1:30- 3pm</a> 118-347-371</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Tue, Aug 11 10 –11:30am</a> 127-301-995</li> <li>• <a href="#">Tue Sep 8 10- 11:30am</a> 128-810-795</li> <li>• <a href="#">Tue, Oct 20 10- 11:30am</a> 140-965-283</li> <li>• <a href="#">Tue, Nov 10, 10- 11:30am</a> 136-578-603</li> </ul>
<p><b>Expense Report Basics</b></p> <p><i>For TTE users reporting requests, air/car/hotel TTE reservation expenses, cash advances, allocations meals, personal car mileage and other expenses</i></p>	<p><b>Expense Report for Meals &amp; Miles</b></p> <p><i>For TTE users reporting meals, personal car mileage, rental cars , hotel with no TTE reservation (direct bill or conference hotel)</i></p>
<ul style="list-style-type: none"> <li>• <a href="#">Tue, Aug 18 10 -11:30am</a> 130-859-595</li> <li>• <a href="#">Tue, Sep 15 10- 11:30am</a> 157-972-771</li> <li>• <a href="#">Fri, Oct 23 10- 11:30am</a> 134-193-571</li> <li>• <a href="#">Tue, Nov 17 10- 11:30am</a> 100-055-059</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Fri, Aug 21 10 -11:30am</a> 112-201-355</li> <li>• <a href="#">Fri, Sep 18 10-11:30am</a> 134-641-227</li> <li>• <a href="#">Fri, Oct 30 10-11:30am</a> 120-254-219</li> <li>• <a href="#">Fri, Nov 20 10-11:30am</a> 100-937-019</li> </ul>
<p><b>Spotlight Training</b></p> <p><i>For: Any TTE User</i></p>	<p><b>Approver Basics</b></p> <p><i>For: TTE Managers/Supervisors who approve Expense Reports, Cash Advances and/or Requests</i></p>
<p><i>Changing Rental Car and Hotel Reservations</i></p> <ul style="list-style-type: none"> <li>• <a href="#">Tue, Aug 25 10- 11:30am</a> 113-430-331</li> <li>• <a href="#">Tue, Sep 22 10-11:30am</a> 140-143-027</li> </ul> <p><i>TBD</i></p> <ul style="list-style-type: none"> <li>• <a href="#">Tue, Oct 27 10-11:30am</a> 156-257-507</li> <li>• <a href="#">Tue, Nov 24 10-11:30am</a> 137-010-563</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Tue, Aug 4 10- 11am</a> 124-132-891</li> <li>• <a href="#">Tue, Sep 1 10-11am</a> 137-557-955</li> <li>• <a href="#">Tue, Oct 13 10-11am</a> 132-734-555</li> <li>• <a href="#">Tue, Nov 3 10-11am</a> 146-198-107</li> </ul>

- [Tue, Aug](#)

Visit the [SAO Website](#) to access 24 x 7 Self-Service Training Opportunities.

If you lose your confirmation or do not receive one go to [www.gotowebrinar.com](http://www.gotowebrinar.com), select Join Webinar.

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