

# State Accounting Office TeamWorks Travel & Expense



## Training Registration –December - February

On Demand Training	
Required for ALL TTE Users:	Required if your Agency uses TTE Request and/or Cash Advances in TTE:
Click on a link to register and <i>immediately</i> 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.	
On Demand Training IS NOT INCLUDED in any of the Basic Training Webinar Series Pre-Recorded or Live webinars..	
<ul style="list-style-type: none"> <li><a href="#">Accessing TTE Help on the SAO Website</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Creating a Request for Travel in TTE</a></li> <li><a href="#">Creating a Cash Advance in TTE</a></li> <li><a href="#">Modifying Default Expense Allocations</a></li> </ul>
Live Webinars	
Log into the Webinar from any PC or Laptop that plays sound and is connected to the Internet. Each session includes a demonstration and a Question and Answer Period. If you enter your email address incorrectly you will not receive confirmations or follow-ups. Registration and attendance is reported to your agency.	
If you lose your confirmation or do not receive one go to <a href="http://joinwebinar.com">joinwebinar.com</a> , enter the 9 digit webinar code (listed next to webinar time) and enter your email address. <i>Please</i> use State issued email address to ensure we can report your attendance. <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	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 Dec 6 1:30-3pm 547-703-243</a></li> <li><a href="#">Tue Jan 3 1:30-3pm 735-504-083</a></li> <li><a href="#">Tue Feb 7 1:30-3pm 736-001-515</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Tue Dec 13 10-11:30am 291-434-595</a></li> <li><a href="#">Tue Jan 17 10-11:30am 735-620-339</a></li> <li><a href="#">Tue Feb 14 10-11:30am 736-130-491</a></li> </ul>
Expense Report Basics	Expense Report for Meals & Miles and Other Expenses
<i>For TTE users reporting Requests, air/car/hotel TTE reservation expenses, cash advances, meals, personal car mileage and other expenses</i>	<i>For TTE users reporting meals, personal car mileage, hotel with no TTE reservation (direct bill or conference hotel), tolls, parking, receipts</i>
<ul style="list-style-type: none"> <li><a href="#">Tue Dec 20 10-11:30am 735-319-403</a></li> <li><a href="#">Tue Jan 24 10-11:30am 735-708-355</a></li> <li><a href="#">Tue Feb 21 10-11:30am 738-725-811</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Fri Dec 12 10-11:30am 800-541-275</a></li> <li><a href="#">Fri Jan 27 10-11:30am 735-840-859</a></li> <li><a href="#">Fri Feb 24 10-11:30am 864-747-027</a></li> </ul>

<b>Spotlight Training</b> <i>For: Any TTE User – 1 or 2 functions in TTE will be the focus of the entire webinar. Topics will vary.</i>	<b>Approver Basics</b> <i>For: TTE Managers/Supervisors who approve Expense Reports, Cash Advances and/or Requests</i>
<ul style="list-style-type: none"> <li>• <i>No December Spotlight Training</i> <i>Importing Available Expenses to an Expense Rpt</i></li> <li>• <a href="#"><u>Tue Jan 31 10-11:30am 735-876-779</u></a> <i>Making changes to existing Travel Reservations</i></li> <li>• <a href="#"><u>Tue Feb 28 10-11:30am 291-686-603</u></a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#"><u>Tue Dec 6 10-11:30am 864-913-171</u></a></li> <li>• <a href="#"><u>Tue Jan 3 10-11:30am 735-423-083</u></a></li> <li>• <a href="#"><u>Tue Feb 7 10-11:30am 735-946-195</u></a></li> </ul>
<b>Questions &amp; Answers</b> <i>For: Any TTE User</i>	
<ul style="list-style-type: none"> <li>• <i>NONE Scheduled</i></li> </ul>	