

State Accounting Office TeamWorks Travel & Expense



Training Registration – February - May

| On Demand Training | |
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| 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"> Accessing TTE Help on the SAO Website | <ul style="list-style-type: none"> Creating a Request for Travel in TTE Creating a Cash Advance in TTE Modifying Default Expense Allocations |
| 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 joinwebinar.com , 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. NOTE: <u>Registration is required.</u> | |
| NOTE: Go to Test Your Connection 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"> Tue Feb 7 1:30-3pm 736-001-515 Tue Mar 7 1:30-3pm 826-063-291 Tue Apr 4 1:30-3pm 851-167-987 Tue May 2 1:30-3pm 114-164-003 | <ul style="list-style-type: none"> Tue Feb 14 10-11:30am 736-130-491 Tue Mar 14 10-11:30am 213-300-939 Tue Apr 11 10-11:30am 270-671-187 Tue May 9 10-11:30am 813-349-011 |
| 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"> Tue Feb 21 10-11:30am 738-725-811 Tue Mar 21 10-11:30pm 529-063-955 Tue Apr 18 10-11:30am 851-559-139 Tue May 16 10-11:30am 491-323-875 | <ul style="list-style-type: none"> Fri Feb 24 10-11:30am 864-747-027 Fri Mar 24 10-11:30am 850-503-211 Fri Apr 21 10-11:30am 161-550-675 Fri May 19 10-11:30am 311-125-219 |

| Spotlight Training <i>For: Any TTE User – 1 or 2 functions in TTE will be the focus of the entire webinar. Topics will vary.</i> | Approver Basics <i>For: TTE Managers/Supervisors who approve Expense Reports, Cash Advances and/or Requests</i> |
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| <p><i>Making changes to existing Travel Reservations</i></p> <ul style="list-style-type: none"> • <u>Tue Feb 28 10-11:30am 291-686-603</u> <p><i>Create a Travel Reservation Template</i></p> <ul style="list-style-type: none"> • <u>Tue Mar 28 10-11:30am 529-179-035</u> <p><i>TBD</i></p> <ul style="list-style-type: none"> • <u>Fri Apr 21 1:30-2:30pm 436-443-411</u> <p><i>TBD</i></p> <ul style="list-style-type: none"> • <u>Fri May 23 10-11am 746-357-811</u> | <ul style="list-style-type: none"> • <u>Tue Feb 7 10-11:30am 735-946-195</u> • <u>Tue Mar 7 10-11:30am 351-369-803</u> • <u>Tue Apr 4 10-11:30am 850-960-619</u> • <u>Tue May 2 10-11:30am 130-694-131</u> |
| +Questions & Answers <i>For: Any TTE User</i> | |
| <ul style="list-style-type: none"> • <i>NONE Scheduled</i> | |