



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. If you lose your confirmation or did not receive one go to www.joinwebinar.com, and enter the 9 digit webinar code.

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>Getting Started: Managing the TTE User Profile</p> <p><i>Prerequisite for: ALL TTE Users</i></p> <ul style="list-style-type: none"> • Tue, Jan 5 1:30-3pm 135-651-627 • Tue Feb 2 1:30-3pm 128-207-947 • Tue Mar 1 1:30-3pm 137-042-299 • Tue Apr 5 10-11:30am 151-921-851 	<p>Booking Travel in TTE</p> <p><i>For: TTE Users who make air, car or hotel reservations</i></p> <ul style="list-style-type: none"> • Tue, Jan 19 10-11:30am 138-244-715 • Tue, Feb 9 10-11:30am 159-264-299 • Tue, Mar 8 10-11:30am 148-364-203 • Tue Apr 12 10-11:30am 146-298-635
<p>Expense Report Basics</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> <ul style="list-style-type: none"> • Tue, Jan 26 10-11:30am 114-112-939 • Tue, Feb 16 10-11:30am 154-309-427 • Tue, Mar 15 10-11:30am 100-276-803 • Tue Apr 26 10-11:30am 135-918-411 	<p>Expense Report for Meals & Miles</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"> • Fri, Jan 29 1:30-3pm 130-602-379 • Fri, Feb 19 10-11:30am 144-325-051 • Fri, Mar 18 10-11:30am 101-538-427 • Fri, Apr 29 10-11:30am 102-519-611
<p>Spotlight Training</p> <p><i>For: Any TTE User – 1 or 2 functions in TTE will be the focus of the entire webinar. Topics will vary.</i></p> <p><i>Change or Cancel TTE Reservations</i></p> <ul style="list-style-type: none"> • Tue, Jan 26 1:30-3pm 111-463-771 <p><i>Enter Hotel Expense not Booked through TTE</i></p> <ul style="list-style-type: none"> • Tue, Feb 23 10-11:30am 122-072-491 <p><i>Import Reservations and Travel Agency Fees</i></p> <ul style="list-style-type: none"> • Tue, Mar 22 10-11:30am 107-505-963 <p><i>Enter Meals Per Diem</i></p> <ul style="list-style-type: none"> • Thur, Apr 28 10-11am 102-519-611 	<p>Approver Basics</p> <p><i>For: TTE Managers/Supervisors who approve Expense Reports, Cash Advances and/or Requests</i></p> <ul style="list-style-type: none"> • Fri, Jan 8 10-11am 129-897-291 • Tue, Feb 2 10-11am 123-495-691 • Tue, Mar 1 10-11am 157-514-843 • Tue, Apr 5 1:30-2:30pm 122-400-067

To access 24 x 7 Self-Service Training Opportunities click here: [SAO Website](#)