State Accounting Office
TeamWorks Travel & Expense

Training Registration –June - October

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 *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.

• Accessing TTE Help on the SAO Website	• Creating a Request for Travel in TTE • Creating a Cash Advance in TTE

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. Please use state issued email to ensure we can report your attendance.

NOTE: Registration is required. **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

Prerequisite for: ALL TTE Users

- Tue Jun 7 1:30-3pm 119-697-899
- Tue Jul 5 1:30-3pm 155-552-243
- Tue Aug 2 1:30-3pm 131-141-107
- Tue Sep 6 1:30-3pm 159-118-731
- Tue Oct 11 1:30-3pm 121-203-563

Booking Travel in TTE

For: TTE Users who make air, car or hotel reservations

- Tue Jun 14 10-11:30am 136-764-659
- Tue Jul 12 10-11:30am 100-370-539
- Tue Aug 9 10-11:30am 159-905-331
- Tue Sep 13 10-11:30am 143-535-315
- Tue Oct 18 10-11:30am 156-670-963

Expense Report Basics

For TTE users reporting requests, air/car/hotel TTE reservation expenses, cash advances, allocations meals, personal car mileage and other expenses

- Tue Jun 21 10-11:30am 102-793-315
- Tue Jul 19 10-11:30am 103-640-779
- Tue Aug 16 10-11:30am 138-555-211
- Tue Sep 20 10-11:30am 133-927-019
- Tue Oct 25 10-11:30am 155-723-803

OR

Expense Report for Meals & Miles

For TTE users reporting meals, personal car mileage, hotel with no TTE reservation (direct bill or conference hotel), tolls, parking, receipts

- Fri Jun 24 10-11:30am 105-684-763
- Fri Jul 22 10-11:30am 106-247-507
- Fri Aug 19 10-11:30am 143-789-371
- Fri Sep 23 10-11:30am 149-589-963
- Fri Oct 21 10-11:30am 133-440-363

 Please scroll to the next page for more listings.

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*
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* *Entering Meals- With and Without Overnight Stay* • *Tue Aug 23 10-11:30am 135-726-475* *Fixing Single Row Itinerary Errors* • *Tue Sep 27 10-11:30am 154-822-091* *Reporting Google Map Errors* • *Fri Oct 28 10-11:30am 153-639-691*	• Tue Jun 7 10-11:30am 116-556-051 • Tue Jul 5 10-11:30am 123-498-355 • Tue Aug 2 10-11:30am 110-459-155 • Tue Sep 6 10-11:30am 148-283-763 • Tue Oct 11 10-11:30am 154-712-763
Questions & Answers *For: Any TTE User*	
• TBD	