

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:
<p>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.</p>	
<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
Live Webinars	
<p>Log into the Webinar from <u>any PC or Laptop that plays sound and is connected to the Internet</u>. 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.</p> <p>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.</p> <p>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.</p>	
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 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 	<ul style="list-style-type: none"> 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	Expense Report for Meals & Miles
OR	
<i>For TTE users reporting requests, air/car/hotel TTE reservation expenses, cash advances, allocations 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 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 	<ul style="list-style-type: none"> 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

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>
<p><i>Exceptions and Error Messages in TTE</i></p> <ul style="list-style-type: none"> • <u>Tue Jun 28 10-11:30am 108-377-099</u> <p><i>Submit a Report to an Alternate Approver</i></p> <ul style="list-style-type: none"> • <u>Tue Jul 26 10-11:30am 108-315-083</u> <p><i>Entering Meals- With and Without Overnight Stay</i></p> <ul style="list-style-type: none"> • <u>Tue Aug 23 10-11:30am 135-726-475</u> <p>TBD</p> <ul style="list-style-type: none"> • <u>Tue Sep 27 10-11:30am 154-822-091</u> <p>TBD</p> <ul style="list-style-type: none"> • <u>Fri Oct 28 10-11:30am 153-639-691</u> 	<ul style="list-style-type: none"> • <u>Tue Jun 7 10-11:30am 116-556-051</u> • <u>Tue Jul 5 10-11:30am 123-498-355</u> • <u>Tue Aug 2 10-11:30am 110-459-155</u> • <u>Tue Sep 6 10-11:30am 148-283-763</u> • <u>Tue Oct 11 10-11:30am 154-712-763</u>
Questions & Answers <i>For: Any TTE User</i>	
<ul style="list-style-type: none"> • TBD 	