



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: Pre-registration is required. Webinars with NO registrations indicated 1 hour prior to the scheduled start time will be considered cancelled. Webinars with no participants logged on will be closed after 10-15 minutes.

NOTE: See the Webinar Connection tips if you have never attended a TTE SAO webinar

<p>Getting Started: Managing the TTE User Profile, Request and Cash Advances</p> <p><i>Prerequisite for: ALL TTE Users</i></p>	<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 May 5 1:30 PM – 3:00 PM • Tue, Jun 2 1:30 PM - 3:00 PM • Tue, Jul 7 1:30 PM – 3:00 PM • Tue, Aug 4 1:30 PM – 3:00 PM 	<ul style="list-style-type: none"> • Tue May 12 10:00 AM - 11:30 AM • Tue, Jun 9 10:00 AM-11:30 AM • Tue, Jul 14 10:00 AM – 11:30 AM • Tue, Aug 11 10:00AM – 11:30 AM
<p>Expense Report Basics</p> <p><i>For TTE users who have requests reservations, requests, advances as well as meals, miles and other expenses</i></p>	<p>Expense Report for Meals & Miles</p> <p><i>For TTE users reporting meals, personal car mileage, rental cars and fuel only</i></p>
<ul style="list-style-type: none"> • Tue May 19 10:00 AM - 11:30 AM • Tue, Jun 16 10:00 AM – 11:30 AM • Tue, Jul 21 10:00 AM – 11:30 AM • Tue, August 18 10:00 AM - 11:30 AM 	<ul style="list-style-type: none"> • Fri May 1 10:00 AM - 11:30 AM • Fri May 22 10:00 AM - 11:30 AM • Fri, Jun 19 10:00 AM – 11:30 AM • Fri, Jul 24 10:00 AM – 11:30 PM • Fri, Aug 21 10:00 AM – 11:30 AM
<p>Spotlight Training</p> <p><i>For: Any TTE User</i></p>	<p>Approver Basics</p> <p><i>For: Managers/Supervisors who approve Expense Reports and/or Requests</i></p>
<p><i>Meals Per Diem and Importing Available Expenses</i></p> <ul style="list-style-type: none"> • Fri May 1 1:30 PM – 3:00 PM • Tue May 26 10:00 AM - 11:30 AM <p><i>Changing Rental Car and Hotel Reservations</i></p> <ul style="list-style-type: none"> • Tue Jun 23 10:00 AM – 11:30 AM • Tue, Jul 28 10:00 AM – 11:30 PM • Tue, Aug 25 10:00 AM – 11:30 AM 	<ul style="list-style-type: none"> • Tue May 5 10:00 AM – 11:00 AM • Tue, Jun 2 10:00 AM – 11:00 AM • Tue, Jul 7 10:00 AM – 11:00 AM • Tue, Aug 4 10:00 AM – 11:00 AM

Visit the [SAO Website](#) or the [TTE Training Portal](#) to access 24 x 7 Self-Service Training Opportunities.