State Accounting Office
TeamWorks Travel & Expense

Training Registration –October - February

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 address 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*	Booking Travel in TTE *For: TTE Users who make air, car or hotel reservations*
• Tue Oct 11 1:30-3pm 121-203-563 • Tue Nov 1 1:30-3pm 865-037-163 • Tue Dec 6 1:30-3pm 547-703-243 • Tue Jan 3 1:30-3pm 735-504-083 • Tue Feb 7 1:30-3pm 736-001-515	• Tue Oct 18 10-11:30am 156-670-963 • Tue Nov 8 10-11:30am 825-334-707 • Tue Dec 13 10-11:30am 291-434-595 • Tue Jan 17 10-11:30am 735-620-339 • Tue Feb 14 10-11:30am 736-130-491

Expense Report Basics *For TTE users reporting requests, air/car/hotel TTE reservation expenses, cash advances, allocations meals, personal car mileage and other expenses*	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*
• Tue Oct 25 10-11:30am 155-723-803 • Tue Nov 15 10-11:30am 803-903-619 • Tue Dec 20 10-11:30am 735-319-403 • Tue Jan 24 10-11:30am 735-708-355 • Tue Feb 21 10-11:30am 738-725-811	• Fri Oct 21 10-11:30am 133-440-363 • Fri Nov 18 10-11:30am 738-274-771 • Fri Dec16 10-11:30am 800-541-275 • Fri Jan 27 10-11:30am 735-840-859 • Fri Feb 24 10-11:30am 864-747-027

 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*
Reporting Google Map Errors • *Fri Oct 28 10-11:30am 153-639-691* *TBD* • Tue Nov 22 10-11:30am 863-996-107 *NONE* • *No December Spotlight Training* *TBD* • *Tue Jan 31 10-11:30am 735-876-779* *TBD* • *Tue Feb 28 10-11:30am 291-686-603*	• Tue Oct 11 10-11:30am 154-712-763 • Tue Nov 1 10-11:30am 864-058-283 • Tue Dec 6 10-11:30am 864-913-171 • Tue Jan 3 10-11:30am 735-423-083 • Tue Feb 7 10-11:30am 735-946-195
Questions & Answers *For: Any TTE User*	
• TBD	