



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, 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, Oct 13 1:30-3pm 152-287-875 • Tue, Nov 3 1:30- 3pm 118-347-371 • Tue, Dec 1 1:30-3pm 158-946-603 • Tue, Jan 5 1:30-3pm 135-651-627 	<ul style="list-style-type: none"> • Tue, Oct 20 10-11:30am 140-965-283 • Tue, Nov 10, 10- 11:30am 137-578-603 • Tue, Dec 8 10-11:30am 118-808-651 • Tue, Jan 19 10-11:30am 138-244-715
<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>	<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, Oct 23 10-11:30 134-193-571 • Tue, Nov 17 10- 11:30am 100-055-059 • Mon, Dec 14 10-11:30am 153-013-627 • Tue, Jan 26 10-11:30am 114-112-939 	<ul style="list-style-type: none"> • Fri, Oct 30 10-11:30am 120-254-219 • Fri, Nov 20 10-11:30am 100-937-019 • Fri, Dec 18 10-11:30am 137-158-219 • Fri, Jan 29 1:30-3pm 130-602-379
<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>Approver Basics</p> <p><i>For: TTE Managers/Supervisors who approve Expense Reports, Cash Advances and/or Requests</i></p>
<p><i>Link a Request to an Expense Report</i></p> <ul style="list-style-type: none"> • Tue, 10-27 10-11am 156-257-507 <p><i>Errors: Login, Missing Supervisor, Exp Rpt</i></p> <ul style="list-style-type: none"> • Tue, Nov 24 10-11:30am 137-010-563 <p><i>Accounting for Cash Advances</i></p> <ul style="list-style-type: none"> • Tue, Dec 22 10-11:30am 131-496-395 <p><i>Change or Cancel a TTE Reservation</i></p> <ul style="list-style-type: none"> • Tue, Jan 26 1:30-3pm 114-463-771 	<ul style="list-style-type: none"> • Tue, Oct 13 10-11am 132-734-555 • Tue, Nov 3 10-11am 146-198-107 • Tue, Dec 1 10-11am 119-309-579 • Tue, Jan 5 10-11am 118-187-323

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

