

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

- [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](#)

Booking Travel in TTE

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

- [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

- [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](#)

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 Oct 21 10-11:30am 133-440-363](#)
- [Fri Nov 18 10-11:30am 738-274-771](#)
- [Fri Dec 16 10-11:30am 800-541-275](#)
- [Fri Jan 27 10-11:30am 735-840-859](#)
- [Fri Feb 24 10-11:30am 864-747-027](#)

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