



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 minutes.

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

Overview of the NEW TTE! For ALL Existing TTE USERS	
<ul style="list-style-type: none"> Recorded Overview COMING SOON! 	
<p>Getting Started: Managing the TTE User Profile, Request and Cash Advances</p> <p><i>Prerequisite for: ALL TTE Users</i></p> <ul style="list-style-type: none"> Tue, Dec 2, 2014 1:30 PM - 3:00 PM EST Tue, Jan 6, 2015 1:30 PM - 3:00 PM EST Tue, Feb 3, 2015 1:30 PM - 3:00 PM EST 	<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, Dec 9, 2014 10:00 AM - 11:30 AM EST Tue, Jan 13, 2015 10:00 AM - 11:30 AM EST Tue, Feb 10, 2015 10:00 AM - 11:30 AM EST
<p>Expense Report Basics</p> <p><i>For: For TTE users who have requests reservations, requests, advances as well as meals, miles and other expenses</i></p> <ul style="list-style-type: none"> Tue, Dec 16, 2014 10:00 AM - 11:30 AM EST Tue, Jan 20, 2015 10:00 AM - 11:30 AM EST Tue, Feb 17, 2015 10:00 AM - 11:30 AM EST 	<p>Expense Report for Meals & Miles</p> <p><i>For: For TTE users reporting meals and personal car mileage only</i></p> <ul style="list-style-type: none"> Fri, Dec 19, 2014 10:00 AM - 11:30 AM EST Fri, Jan 30, 2015 1:30 PM - 3:00 PM EST Fri, Feb 20, 2015 1:30 PM - 3:00 PM EST
<p>Spotlight Training</p> <p><i>For: Any TTE User</i></p> <p><i>Allocations , Allocation Favorites and Travel Allowances (Meals Per Diem)</i></p> <ul style="list-style-type: none"> Tue, Dec 30, 2014 10:00 AM - 11:00 AM EST Tue, Jan 27, 2015 10:00 AM - 11:00 AM EST Tue, Feb 24, 2015 10:00 AM - 11:00 AM EST 	<p>Approver Basics</p> <p><i>For: Managers/Supervisors who approve Expense Reports and/or Requests</i></p> <ul style="list-style-type: none"> Tue, Dec 2, 2014 10:00 AM - 11:00 AM EST Tue, Jan 6, 2015 10:00 AM - 11:00 AM EST Tue, Feb 3, 2015 10:00 AM - 11:00 AM EST

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