



SAO Presents:

TeamWorks Travel & Expense Live Training Webinars

Simply click on the 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.

Expense Report Basics	Booking Travel
<ul style="list-style-type: none">Tue, Oct 22, 2013 10:00 AM - 11:30 AM EDTTue, Nov 19, 2013 10:00 AM - 11:30 AM ESTTue, Dec 17, 2013 10:00 AM - 11:30 AM EST	<ul style="list-style-type: none">Tue, Sep 24, 2013 10:00 AM - 11:00 AM EDTTue, Oct 29, 2013 10:00 AM - 11:00 AM EDTTue, Nov 26, 2013 10:00 AM - 11:00 AM ESTTue, Dec 31, 2013 10:00 AM - 11:00 AM EST

Approver Basics
<ul style="list-style-type: none">Tue, Oct 8, 2013 10:00 AM - 11:00 AM EDTTue, Nov 5, 2013 10:00 AM - 11:00 AM ESTTue, Dec 3, 2013 10:00 AM - 11:00 AM EST

Spotlight Training
<p><i>Personal Car Mileage/Enter Single Day Travel Allowance/How to Cancel Hotel or Car Reservations</i></p> <ul style="list-style-type: none">Tue, Oct 15, 2013 1:00 PM - 2:00 PM EDTTue, Nov 12, 2013 1:00 PM - 2:00 PM EST <p><i>TBD</i></p> <ul style="list-style-type: none">Tue, Dec 10, 2013 10:00 AM - 11:00 AM EST

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