



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 10-15 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	
Available on SAO Website: TTE Training Page – Basic Training Webinar Series Section	
Getting Started: Managing the TTE User Profile, Request and Cash Advances <i>Prerequisite for: ALL TTE Users</i>	Booking Travel in TTE <i>For: TTE Users who make air, car or hotel reservations</i>
<ul style="list-style-type: none"> • Tue Feb 3, 2015 1:30 - 3:00 PM • Tue Mar 3, 2015 1:30 – 3:00 PM • Tue Apr 7, 2015 1:30 – 3:00 PM • Tue May 5, 2015 1:30 – 3:00 PM 	<ul style="list-style-type: none"> • Tue Feb 10, 2015 10:00 - 11:30 AM • Tue Mar 10, 2015 10:00 – 11:30 AM • Tue Apr 14, 2015 10:00 – 11:30 AM • Tue May 12, 2015 10:00 - 11:30 AM
Expense Report Basics <i>For TTE users who have requests reservations, requests, advances as well as meals, miles and other expenses</i>	Expense Report for Meals & Miles <i>For TTE users reporting meals, personal car mileage, rental cars and fuel only</i>
<ul style="list-style-type: none"> • Tue Feb 17, 2015 10:00 - 11:30 AM • Tue Mar 17, 2015 10:00 - 11:30 AM • Tue Apr 28, 2015 10:00 – 11:30 AM • Tue May 19, 2015 10:00 - 11:30 AM 	<ul style="list-style-type: none"> • Fri Feb 20, 2015 1:30 - 3:00 PM • Fri Mar 20, 2015 10:00 – 11:30 AM • Fri May 1, 2015 10:00 - 11:30 AM • Fri May 22, 2015 10:00 - 11:30 AM
Spotlight Training <i>For: Any TTE User</i>	Approver Basics <i>For: Managers/Supervisors who approve Expense Reports and/or Requests</i>
<i>Meals Per Diem and Importing Available Expenses</i> <ul style="list-style-type: none"> • Tue Mar 24, 2015 10:00 – 11:30 AM • Fri May 1, 2015 1:30 – 3:00 PM • Tue May 26, 2015 10:00 - 11:30 AM 	<ul style="list-style-type: none"> • Tue Feb 3, 2015 10:00 - 11:00 AM • Tue Mar 3, 2015 10:00 – 11:00 AM • Tue Apr 7, 2015 10:00 – 11:00 AM • Tue May 5, 2015 10:00 – 11:00 AM

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