TTE Basic Training & On Demand Videos

Recommended Viewing Order for New Users

1. Getting Started: Managing the User Profile – 60 min view time

2. Booking Travel in TTE – 90 min view time

3. Choose one of the following Expense Report Videos:

   a. Expense Report Basics – 90 min view time
      - Includes creating and submitting Expense Reports and ALL the major functionality for Expense Reports including attaching Requests (Pre-Trip Authorizations), accounting for Cash Advances, Importing Available Expenses for air, car and hotel from TTE Travel Reservations, manual entry of hotels *no*t booked in TTE Travel, tolls, parking, per diem meals, personal car mileage and receipts. Recalling an expense report to adjust it and status messages on expense reports.

   b. Expense Reports for Meals, Miles and Other Expenses – 90 min view time
      - Includes creating, submitting and recalling an Expense Report, entering tolls, parking, manual entry of hotel expenses NOT booked through TTE Travel (such as direct billed hotels and conference hotels), tolls, parking and receipts. Recalling an expense report to adjust it and status messages on expense reports.

4. Accessing TTE Help on the SAO Website

5. Creating a Request for TTE Travel (*IF your agency requires pre-trip authorization in TTE*) – 5-6 min view time

6. Creating a Cash Advance in TTE (*IF your agency is configured for Cash Advances in TTE*) – 5-6 min view time

7. Modify Default Expense Allocations in TTE (*IF you need to change the default expense allocations*) – 5-6 min view time