# ACT AS A DELEGATE

**Travel Quick Reference Guide**

*Updated February 27, 2024*

## Travel Application

Delegate

## Helpful Hints

A delegate can prepare for another employee; however, only the employee can submit a non-travel expense report, travel request, or an expense report.

An employee must first assign another employee as their delegate.

Supported browsers:

- PC: Chrome and Edge
- Macintosh: Chrome and Safari

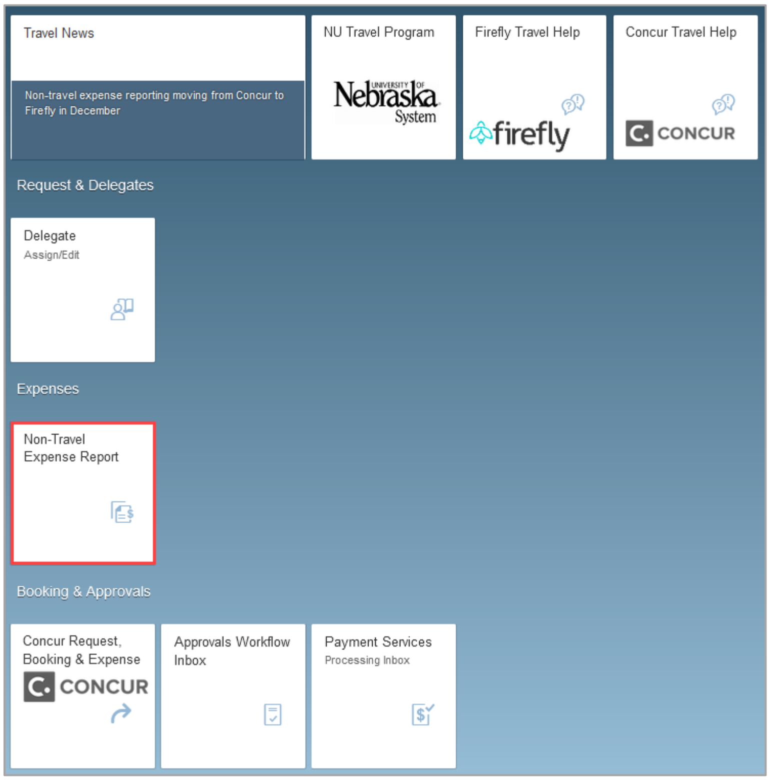
## Procedure

Within Firefly, click on the *Travel and Expense Reporting* tile.

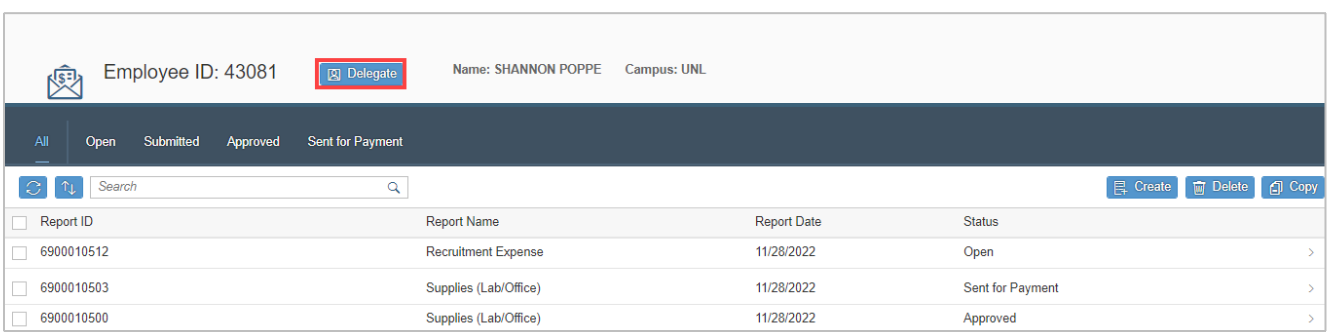

The travel page appears. Click *Delegate Assign/Edit.*

The travel page appears. Select which application to enter (non-travel), travel requests, or expense reports.

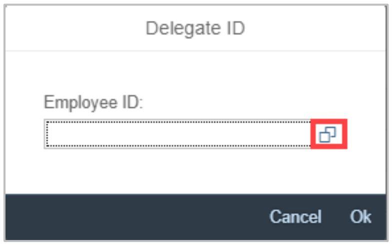
For this example, click *Non-Travel Expense Report.*



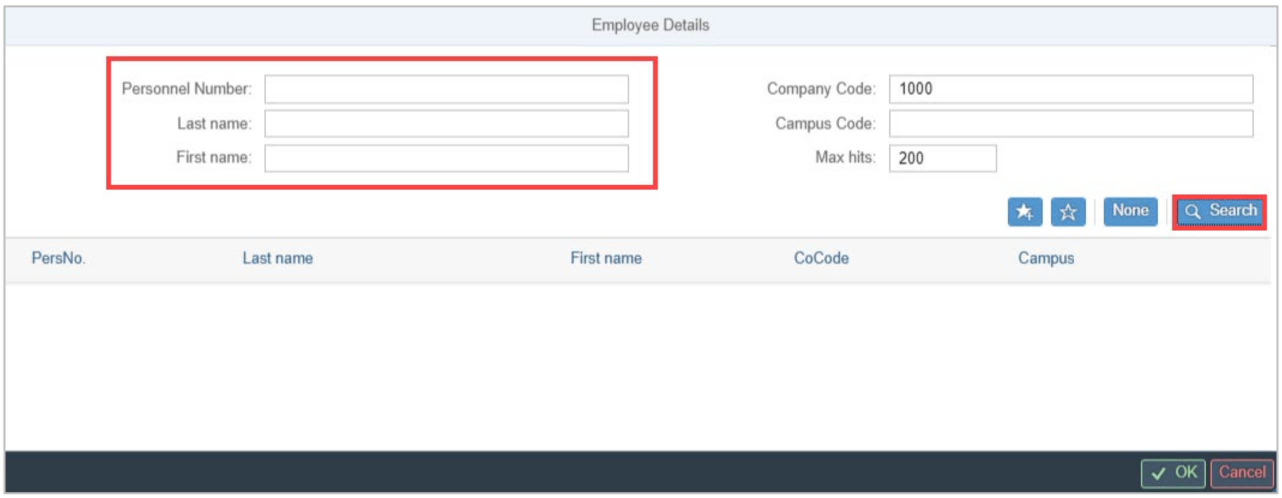

The application opens to the user's personal travel profile. Click Delegate.



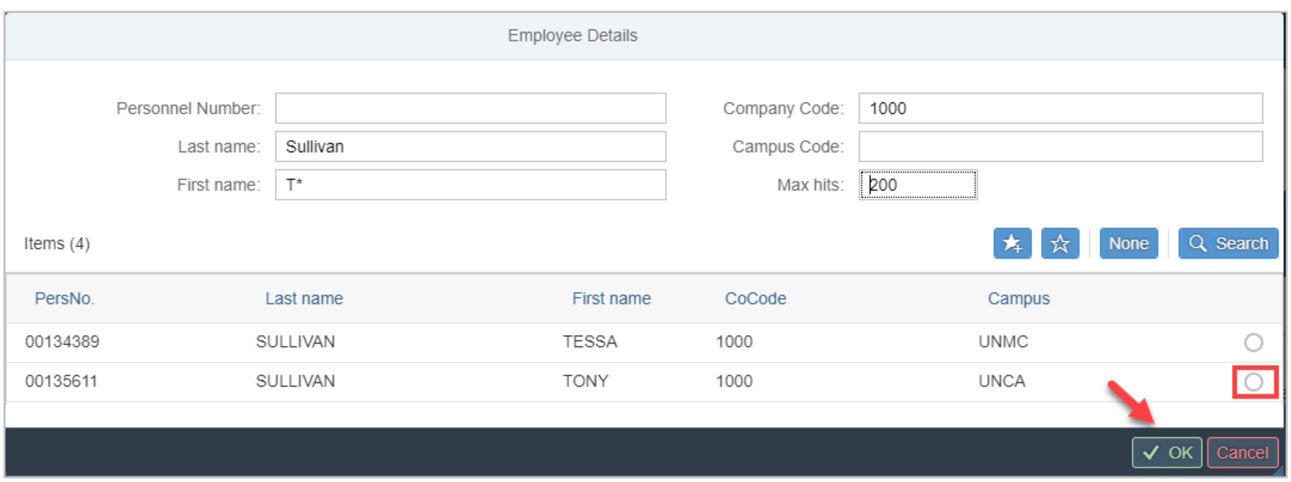

In the pop-up box, click to search for an employee.




Enter any of the search criteria and click Search. Note: employees must assign delegates to act on their behalf. Only names that have been assigned will appear in the search.

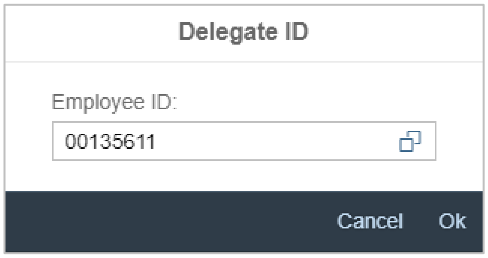



Select to the right of the employee's name and click OK.

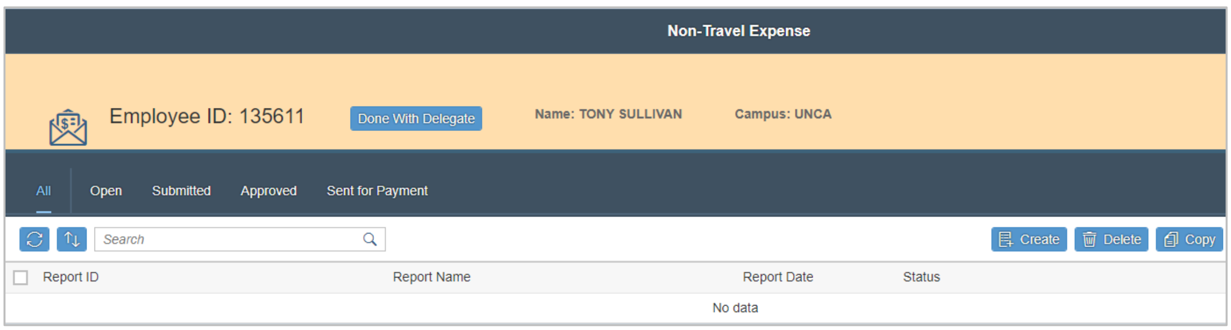



Note: an employee can be added to a personal list ("favorites") by clicking

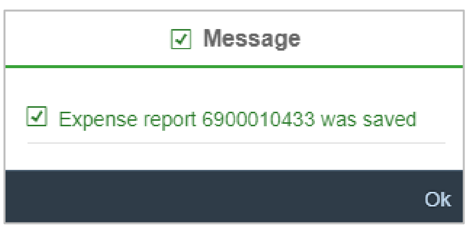
The *delegate ID* pop-up appears. Click Ok.




The expense screen appears. The top panel is now a different color to indicate acting as another employee.




Create the expense report and click Save. A confirmation pop-up message appears.




To notify the employee of the available expense report, re-open the report and click Notify Employee. An email will be sent to the employee (example shown below) from the delegate's email address.