Delegate

HELPFUL HINTS

A delegate can prepare for another employee; however only the employee can submit a non-travel 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 Non-Travel Expense Report.
ACT AS A DELEGATE: NON-TRAVEL EXPENSE

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.
ACT AS A DELEGATE: NON-TRAVEL EXPENSE

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

![Confirmation Pop-up Message]

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.

![Email Notification Example]

*Expense Report Membership/Fees 6900010544 is ready for your review and submission*

Tracy,
Expense Report Membership/Fees 6900010544 has been created, all receipts are attached to the expense report. It is ready for your review and submission. Should you have any questions, please let me know.

Regards,
Carin Hansen
University of NE Central Admin