

ASSIGN A DELEGATE

Updated February 27, 2024

TRAVEL APPLICATION

Delegate

HELPFUL HINTS

Employees can assign a delegate to prepare non-travel expense reports, travel requests, and expense reports; however, only the employee can submit on their own behalf.



Supported browsers:

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

PROCEDURE

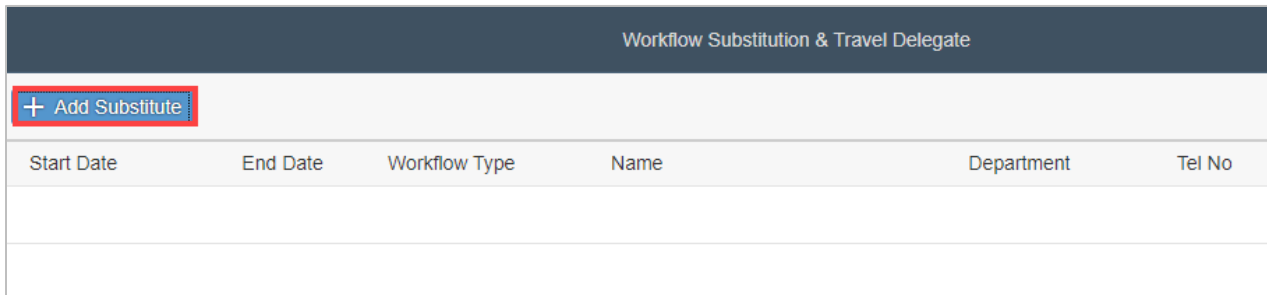
Within Firefly, click on the *Travel and Expense Reporting* tile.



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

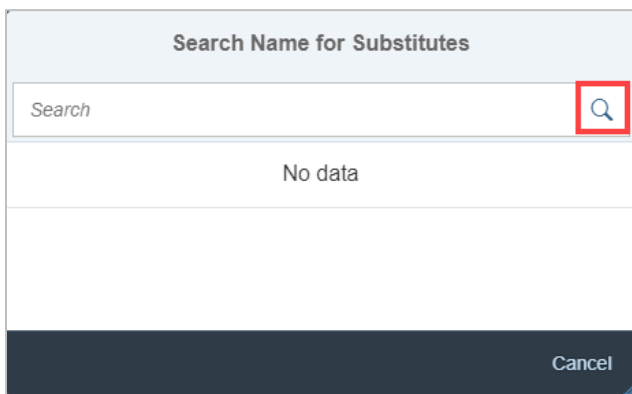


The workflow substitution & travel delegate screen opens. Click .

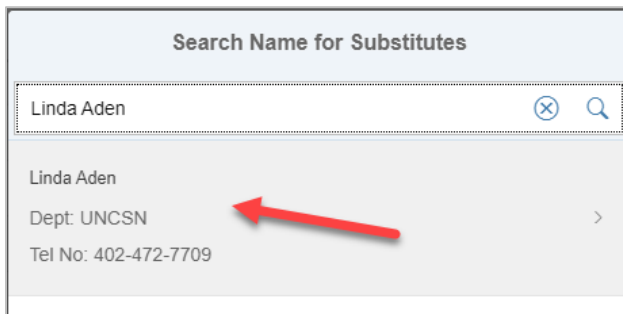


Start Date	End Date	Workflow Type	Name	Department	Tel No

Enter an employee's name in the search field and click .



Select the desired employee name from the search results.



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Select *Delegate Travel Entry*.

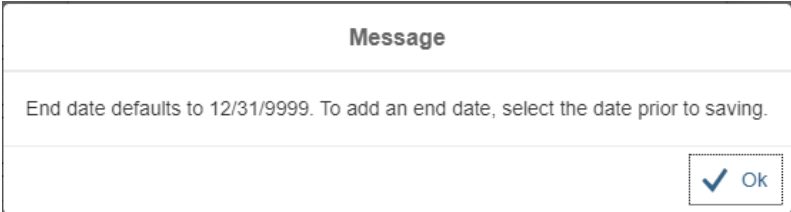
The screenshot shows a mobile application interface titled "Select Workflow Task". At the top left is a back arrow. Below it is the user's name "Linda Aden" with a person icon. Contact information follows: "Dept: UNCSN", "Email: LADEN@NEBRASKA.EDU", and "Tel No: 402-472-7709". A "Selection" section contains a list item "Delegate Travel Entry" which is highlighted with a red box. A "Cancel" button is located at the bottom right.

Enter a start date by clicking on the day in the calendar.

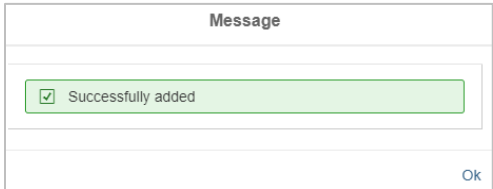
The screenshot shows a mobile application interface titled "Select Start Date". It features the same user information as the previous screen: "Linda Aden", "Dept: UNCSN", "Email: LADEN@NEBRASKA.EDU", "Tel No: 402-472-7709", and "Workflow type: Delegate Travel Entry". Below this is a "Start Date:" label. A calendar for "Mar 2023" is displayed with days of the week (MON to SUN) and dates (27, 28, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 1, 2). The date "16" is highlighted with a pink box. A "Cancel" button is at the bottom right.

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A pop-up message appears. The end date defaults to 12/31/9999; to add an end date, select the date prior to saving. Click .



Click **Save**. A success message appears.



The delegate has been added.

Workflow Substitution & Travel Delegate						
+ Add Substitute						
Start Date	End Date	Workflow Type	Name	Department	Tel No	
03/16/2023	12/31/9999	Delegate Travel Entry	Linda Aden	UNCSN	402-472-7709	 
12/01/2022	05/31/2024	Delegate Travel Entry	Melody Stark	Procure-to-P	402-554-3456	 
12/01/2022	09/09/2023	Delegante Travel Entrv	Donna Geviss	NeBIS UNCA	402-472-2383	 

EDIT OR DELETE A DELEGATE

Click  to edit the delegate or click  to delete the delegate.