ASSIGN A DELEGATE: NON-TRAVEL EXPENSE

TRAVEL APPLICATION

Delegate

HELPFUL HINTS

Employees can assign a delegate to prepare non-travel expense reports; however only the employee can submit the non-travel expense report.

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.
ASSIGN A DELEGATE: NON-TRAVEL EXPENSE

The workflow substitution & travel delegate screen opens. Click + Add Substitute.

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

Select the desired employee name from the search results.
ASSIGN A DELEGATE: NON-TRAVEL EXPENSE

Select Delegate Travel Entry.

Enter a start date by clicking on the day in the calendar.
ASSIGN A DELEGATE: NON-TRAVEL EXPENSE

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 ✅ OK.

Click ✅ Save. A success message appears.

The delegate has been added.

EDIT OR DELETE A DELEGATE

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