

ASSIGN A DELEGATE: NON-TRAVEL EXPENSE

Updated March 16, 2023

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.



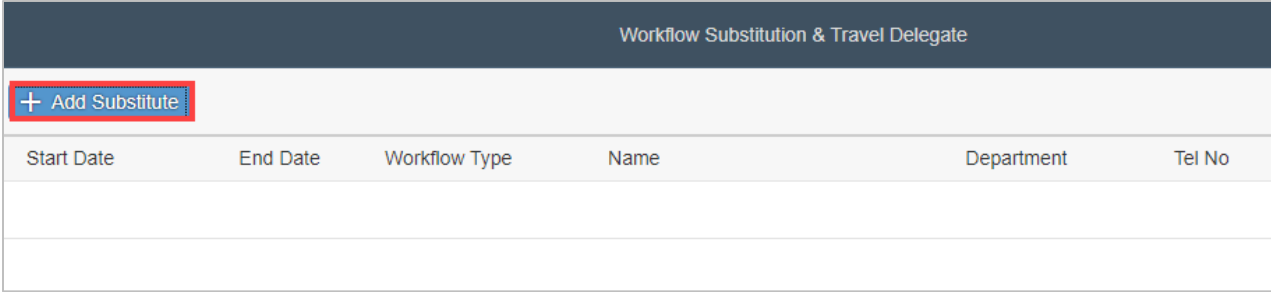
The travel page appears. Click *Delegate Assign/Edit*.



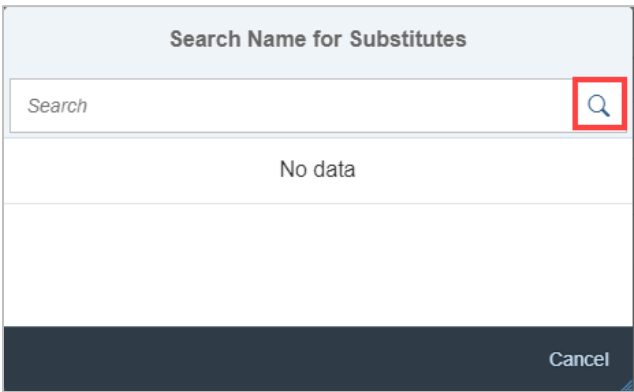
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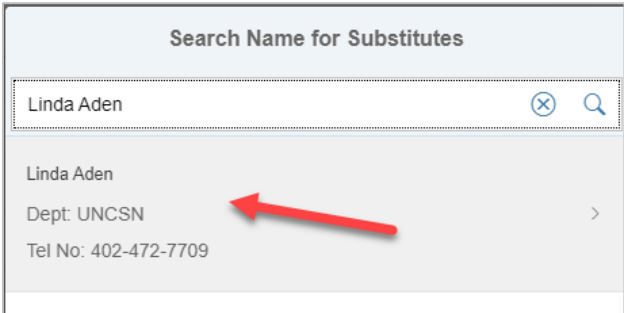
The workflow substitution & travel delegate screen opens. Click .



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. Underneath are the user's details: "Dept: UNCSN", "Email: LADEN@NEBRASKA.EDU", and "Tel No: 402-472-7709". A section labeled "Selection" contains a single option "Delegate Travel Entry" which is highlighted with a red rectangular border. At the bottom right of the screen is a "Cancel" button.

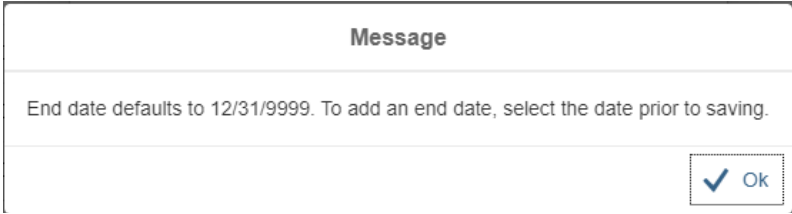
Enter a start date by clicking on the day in the calendar.

The screenshot shows a mobile application interface titled "Select Start Date". At the top left is a back arrow. Below it is the user's name "Linda Aden" with a person icon. Underneath are the user's details: "Dept: UNCSN", "Email: LADEN@NEBRASKA.EDU", and "Tel No: 402-472-7709". Below these details, it says "Workflow type: Delegate Travel Entry" and "Start Date:". 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 rectangular border. At the bottom right of the screen is a "Cancel" button.

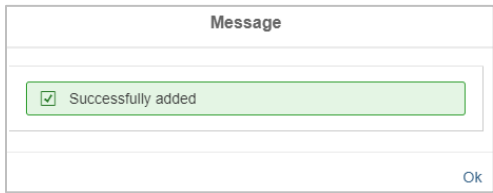
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A pop-up message appears. The end date defaults to 12/31/9999; to add an end date, select the date prior to saving. Click .





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.