

SUBMIT TRAVEL REQUEST CREATED BY A DELEGATE

Updated April 15, 2024

TRAVEL APPLICATION

Travel Request

HELPFUL HINTS

- The traveler will be notified by email when the delegate has prepared the travel request for review and submission. *The email will come from the delegate's email address (not SAPworkflowUNP@nebraska.edu).*

PROCEDURE

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





The travel page appears. Click *Travel Request*.



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Locate the travel request and click to open it.

 Employee ID: 43081  Delegate Name: SHANNON POPPE Campus: UNCA					
All Open Submitted Approved					
<input type="button" value="Refresh"/> <input type="button" value="Sort"/> <input type="text" value="Search"/> <input type="button" value="Search"/>					
<input type="checkbox"/>	Report ID	Report Name	Business Purpose	Request Date	Status
<input type="checkbox"/>	6900011143	BTA - Chadron meetings	Blanket TA Request	03/01/2024	Approved
<input type="checkbox"/>	6900011123	CH	Business Trip	11/25/2024	Open

Review the information. If the travel request is complete, several options are available.

Travel Request

 Employee ID: 43081

Name: SHANNON POPPE

Campus: UNCA

Report Number: 6900011123

Expected Expense

Personal/International Travel

Cost Distribution

Expense Types

*Start Date:

*Start Time:

*Trip Type:

*Country:

*State:

*City:

User Defined:

*End Date:

*End Time:

*Request/Trip Na...:

Approver:


*Business Purpo...:

Amount:

Comment:


Previous Comme...:

1. *Approval log*: will display any approval is acted on for this expense report (once submitted).
2. *Approval flow*: displays the approval steps and personnel to act on this expense report including supervisor, financial approver, and Payment Services audit.
3. *Print*: preview and print the report.
4. *Save*: save the report and return to it later.
5. *Submit for Approval*: submit the report to start the approval process.



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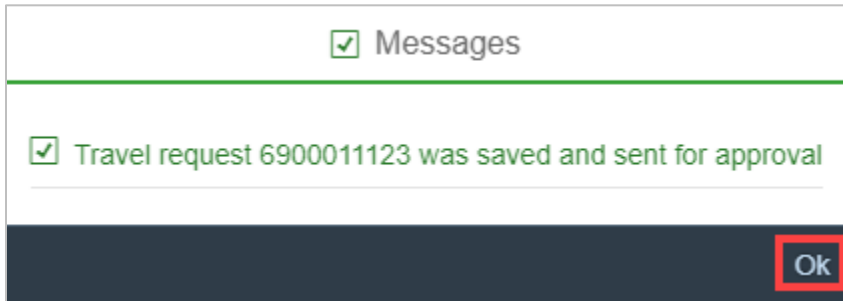
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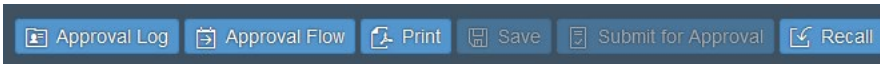
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Click [Submit for Approval](#). A confirmation box appears. Click *ok*.



Once the expense has been submitted, the *save* and *submit for approval* buttons are no longer active.



RECALL A TRAVEL REQUEST

To recall a travel request for edits, click [Recall](#). A travel request can be recalled one day prior to the first travel date (domestic travel) or fifteen days prior to the first travel (international travel). An employee or a delegate can recall the report.