HELPFUL HINTS

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

OVERVIEW

Within Firefly, click on the Travel and Expense Reporting tile.
The travel application page appears.

1. **Travel News**: opens the travel news webpage.
2. **NU Travel Program**: opens the NU travel program webpage.
3. **Firefly Travel Help**: opens Firefly travel help webpage.
4. **Concur Travel Help**: opens Concur help document webpage.
5. **Delegate**: employee can assign or edit a delegate to act on their behalf.
6. **Non-Travel Expense Report**: create and submit a non-travel expense report.
7. **Concur Request, Booking & Expense**: continue using Concur for travel requests, booking, and travel expense reports.
8. **Approvals Workflow**: approvers can act on submitted non-travel expense reports.
9. **Payment Services**: A/P approvers (payment services) can act on submitted non-travel expense reports.