A traveler is responsible for submitting their own travel requests and expense reports.

**PROCEDURE**

To submit a travel request or an expense report that was created by a delegate, log into Firefly and click on the Concur tile.

The Concur main screen appears.
To review a travel request, click on the Request tab at the top left of the screen.

Travel requests created by a delegate will have a green box with a checkmark at the left of the row.

Review the information on the request header for accuracy.
Click on the Segments tab to review the information on the segments tab.

To review other estimated expenses, click on the Expenses tab.

Click on attachments to view any attachments or add an attachment such as a conference brochure.
After reviewing the travel request and making any necessary changes, click on submit request.

EXPENSE REPORT CREATED BY A DELEGATE

To review an expense report created by a delegate, click on the Expense tab.
Expense reports created by a delegate will have a green circle with a checkmark stating it is ready for review. Click to open and review the expense report.

Review all the information on the expense report. Make edits if necessary and when complete, click on submit report.
A final review pop-up message appears. Review the information and click on Accept & Submit.

The expense report is shown as pending financial approval. When finished with requests and expense reports, click on profile at the top right of the screen and sign out of Concur.