

Act As a Delegate

Updated February 26, 2026

Travel Application

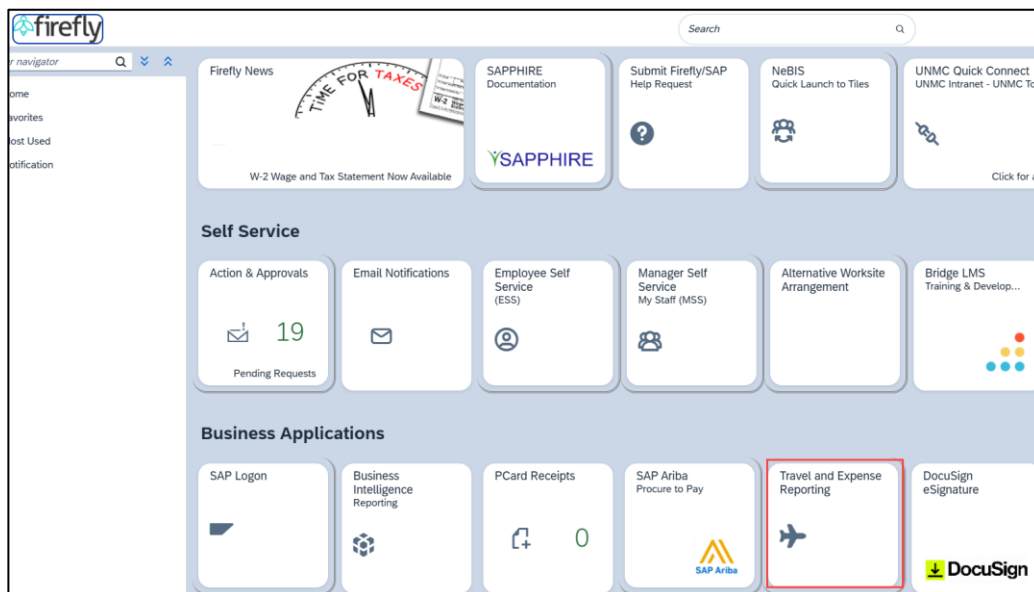
Delegate

Helpful Hints

A delegate can prepare for another employee; however, only the employee can submit a non-travel expense report, travel request, or an expense report. An employee must first assign another employee as their delegate.

Procedure

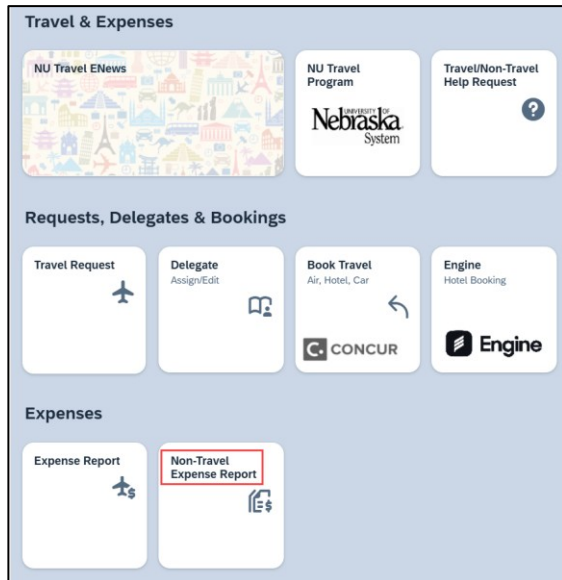
Within Firefly, click the *Travel and Expense Reporting* tile.



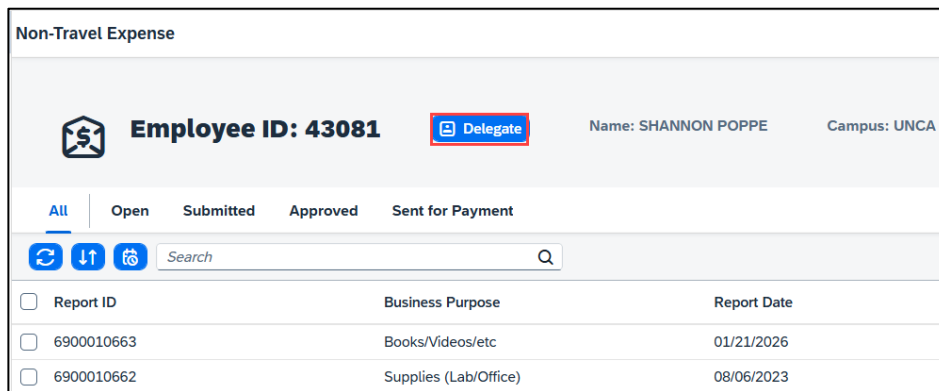
Travel Document Template

Updated February 26, 2026

The travel page appears. Select which application to act as a delegate: non-travel expense, travel requests, or expense reports. For this example, click *Non-Travel Expense Report*.





The non-travel expense application opens. Click *Delegate*.

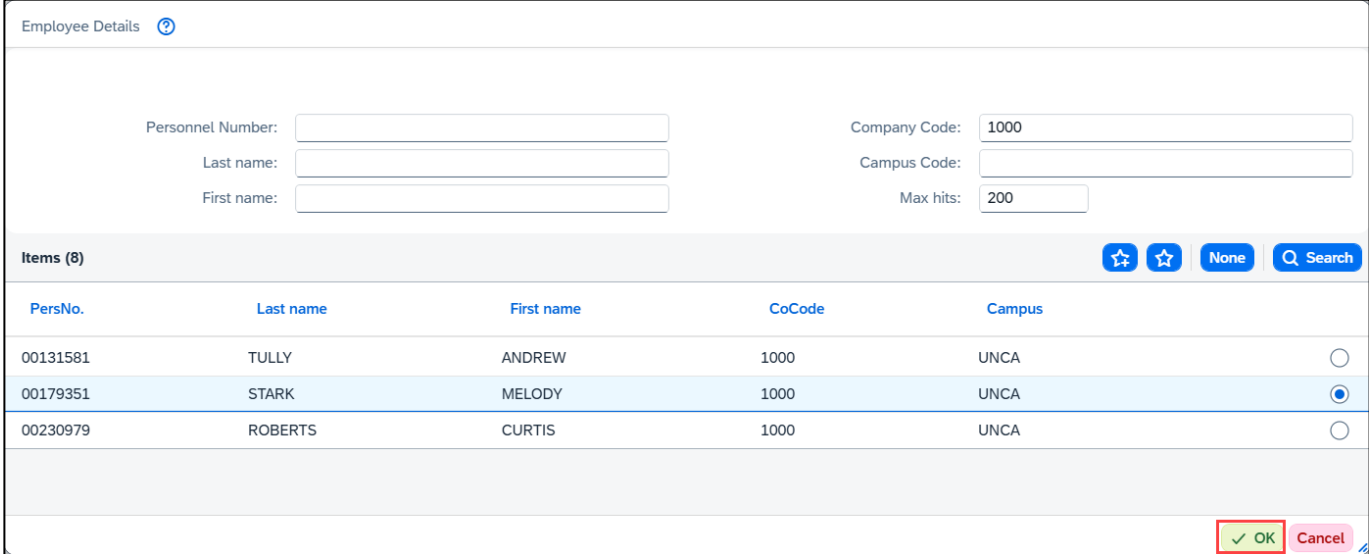


Enter either the employee personnel number or their name (do not enter both) and click *Search*. Note: employees must assign delegates to act on their behalf. Only names that have been assigned will appear in the search.

Travel Document Template

Updated February 26, 2026

Select the button to the right of the employee's name and click . Note: an employee can be added to a personal list ("favorites") by clicking .





Employee Details

Personnel Number: Company Code:

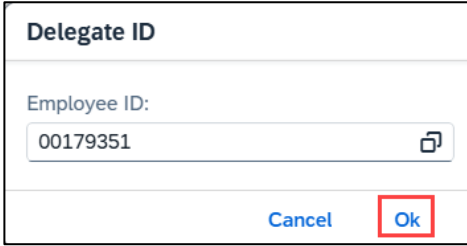
Last name: Campus Code:

First name: Max hits:

Items (8)  


PersNo.	Last name	First name	CoCode	Campus	
00131581	TULLY	ANDREW	1000	UNCA	<input type="radio"/>
00179351	STARK	MELODY	1000	UNCA	<input checked="" type="radio"/>
00230979	ROBERTS	CURTIS	1000	UNCA	<input type="radio"/>

The delegate ID pop-up appears. Click *OK*.

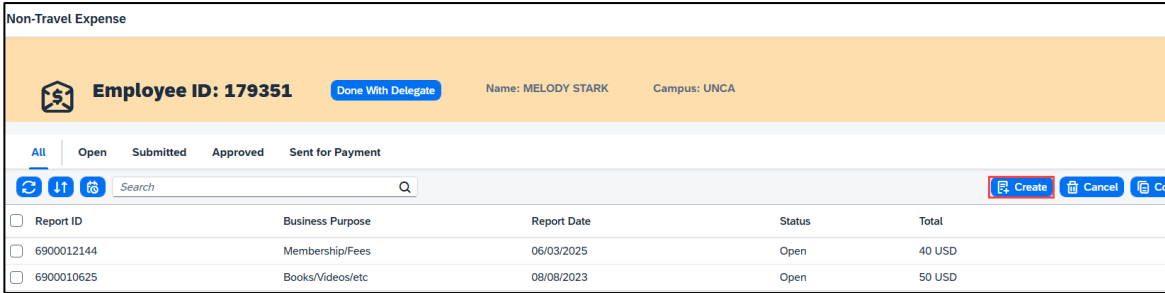


Delegate ID


Employee ID:






The expense screen appears. The top panel is now a different color to indicate acting as another employee. Click *Create* to begin a new non-travel expense report.



Non-Travel Expense

 **Employee ID: 179351** Name: MELODY STARK Campus: UNCA

All Open Submitted Approved Sent for Payment

   Search

Report ID	Business Purpose	Report Date	Status	Total
<input type="checkbox"/> 6900012144	Membership/Fees	06/03/2025	Open	40 USD
<input type="checkbox"/> 6900010625	Books/Videos/etc	08/08/2023	Open	50 USD

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Once complete, save the expense report. To notify the employee of the available expense report, re-open the report and click *Notify Employee*.

The screenshot shows a web interface for a 'Non-Travel Expense' report. At the top, it displays 'Employee ID: 179351', 'Name: MELODY STARK', 'Campus: UNCA', and 'Report Number: 6900012144'. Below this is a navigation bar with buttons for 'Audit Trail', 'Approval Flow', 'Print', 'Notify Employee' (highlighted with a red box), 'Save', and 'Reconcile'. The main form area includes fields for 'Expense Date' (02/04/2026), 'Business Purpose' (Membership Fees), 'User Defined', 'Approver' (Lynn M McAlpine), 'Amount' (40.00 USD), and 'Comment'. A 'Previous Comments' section shows a message from Melody A Stark dated 06/05/2025. At the bottom, a table lists the expense entry:

Transaction Date	Expense Type	Business Purpose	Entered Amount	Amount in USD
02/04/2026	Computing Supplies 531900	test	40.00 USD	40.00 USD

An email will be sent to the employee (example shown below) from the delegate's email address.

