

Assign an Approver Delegate

Updated February 26, 2026

Travel Application

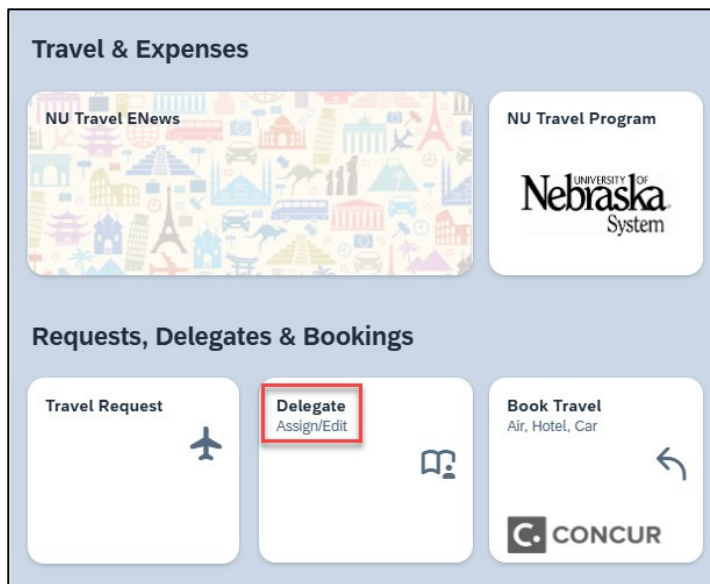
Delegate

Helpful Hints

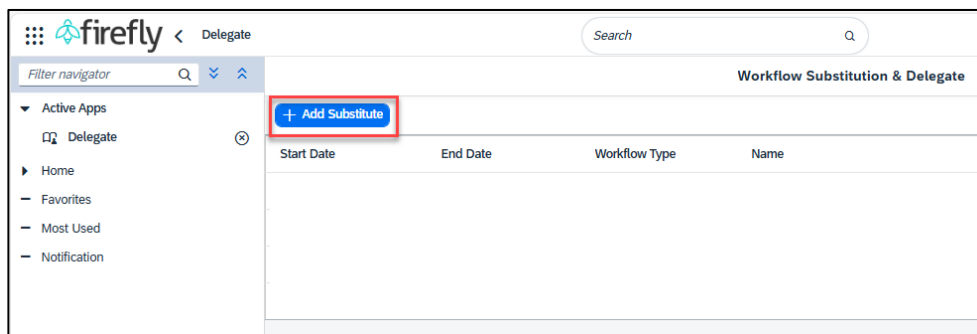
The date range of assigning a delegate travel approver cannot exceed 85 days.

Procedure

Within Firefly, click the *Travel and Expense Reporting* tile and select *Delegate Assign/Edit*.



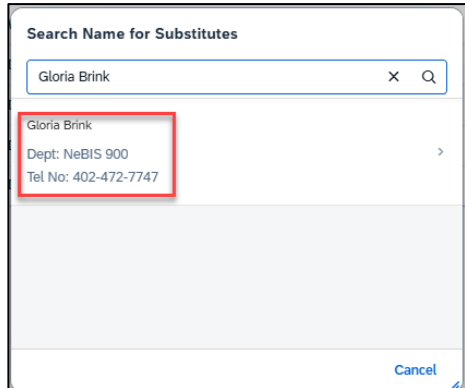
The workflow substitution & travel delegate screen opens. Click *+Add Substitute*.



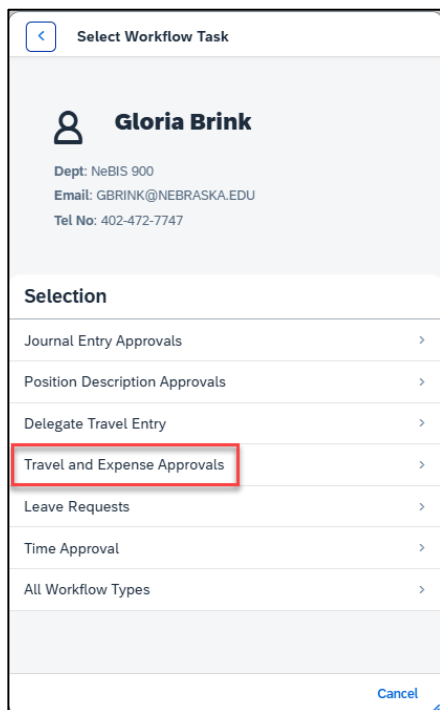
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Enter an employee's name in the search field and click *enter*. Click the desired employee name from the search results.



Select *Travel and Expense Approvals*.



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Select a start date.

Select Start Date

Gloria Brink

Dept: NeBIS 900
Email: GBRINK@NEBRASKA.EDU
Tel No: 402-472-7747
Workflow type: Travel and Expense Approvals
Start Date:

March 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
10	1	2	3	4	5	6	7
11	8	9	10	11	12	13	14
12	15	16	17	18	19	20	21
13	22	23	24	25	26	27	28
14	29	30	31	1	2	3	4

Cancel

Scroll to select an end date and click **Save**. *Note:* the date range cannot exceed 85 days for approval delegates.

Select End Date

Gloria Brink

Dept: NeBIS 900
Email: GBRINK@NEBRASKA.EDU
Tel No: 402-472-7747
Workflow type: Travel and Expense Approvals
Start Date: 03/18/2026
End Date:

March 2026

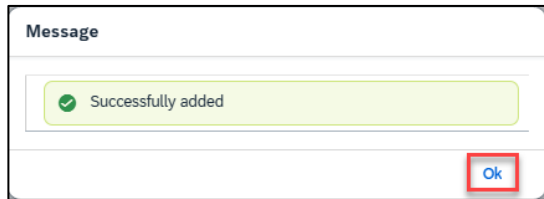
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
10	1	2	3	4	5	6	7
11	8	9	10	11	12	13	14
12	15	16	17	18	19	20	21
13	22	23	24	25	26	27	28
14	29	30	31	1	2	3	4

Cancel

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A success message appears. Click *Ok*.



The travel and expense approval delegate has been added.

Workflow Substitution & Delegate					
+ Add Substitute					
Start Date	End Date	Workflow Type	Name	Department	Tel No
03/18/2026	03/25/2026	Travel and Expense Approval	Gloria Brink	NeBIS 900	402-472-7747