

Assign a Delegate

Updated February 26, 2026

Travel Application

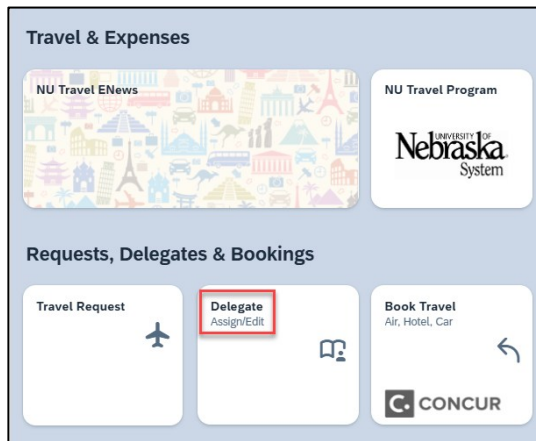
Delegate

Helpful Hints

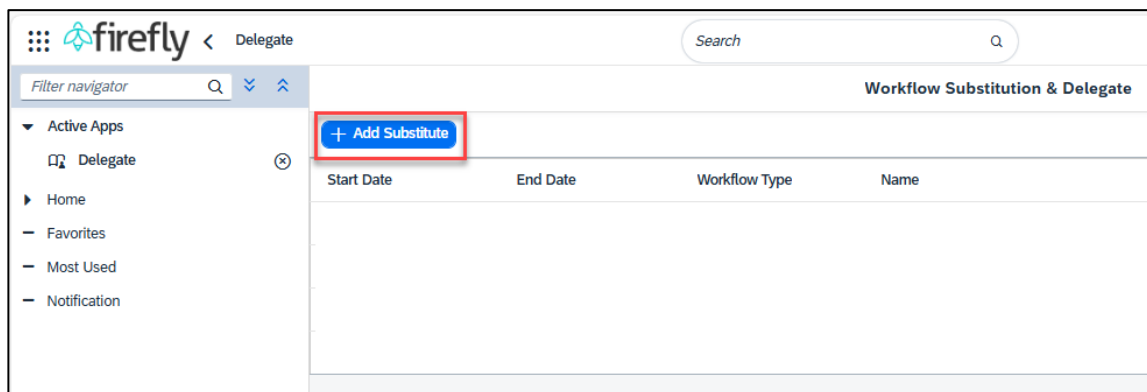
Employees can assign a delegate to prepare non-travel expense reports, travel requests, and expense reports; however, only the employee can submit on their own behalf.

Procedure

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



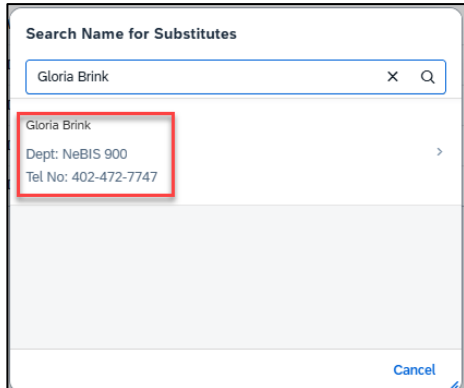
The workflow substitution & travel delegate screen opens. Click *+Add Substitute*.



Assign a Delegate

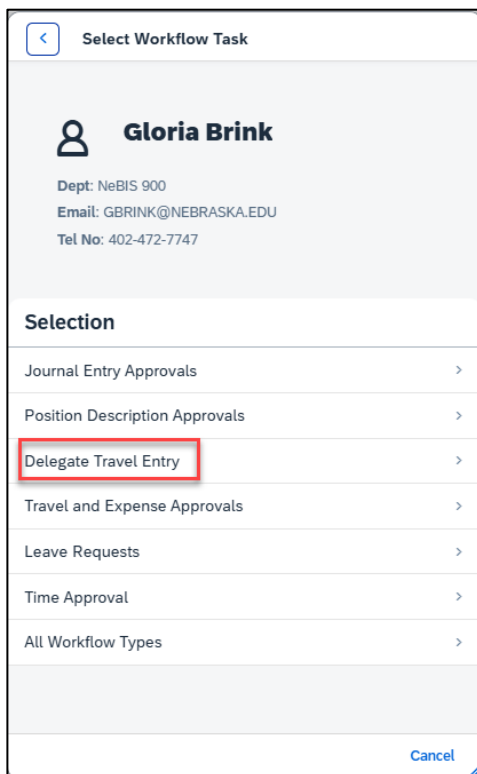
Updated February 20, 2026

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



The screenshot shows a search interface titled "Search Name for Substitutes". At the top, there is a search input field containing the text "Gloria Brink". Below the input field, a list of search results is displayed. The first result is highlighted with a red box and contains the following information: "Gloria Brink", "Dept: NeBIS 900", and "Tel No: 402-472-7747". A "Cancel" button is located at the bottom right of the search results area.

Select Delegate Travel Entry.



The screenshot shows a screen titled "Select Workflow Task". At the top, there is a back arrow and the title "Select Workflow Task". Below the title, there is a user profile card for "Gloria Brink" with the following information: "Dept: NeBIS 900", "Email: GBRINK@NEBRASKA.EDU", and "Tel No: 402-472-7747". Below the profile card, there is a section titled "Selection" which contains a list of workflow tasks. The "Delegate Travel Entry" task is highlighted with a red box. Other tasks in the list include "Journal Entry Approvals", "Position Description Approvals", "Travel and Expense Approvals", "Leave Requests", "Time Approval", and "All Workflow Types". A "Cancel" button is located at the bottom right of the screen.

Assign a Delegate

Select a start date.

The screenshot shows a mobile interface for selecting a start date. At the top, it says "Select Start Date" with a back arrow. Below that is a profile card for "Gloria Brink" with the following details: Dept: NeBIS 900, Email: GBRINK@NEBRASKA.EDU, Tel No: 402-472-7747, and Workflow type: Travel and Expense Approvals. Below the profile card is a calendar for March 2026. The date 18 is highlighted with a red box. At the bottom right, there is a "Cancel" button.

The end date defaults to 12/31/9999. If needed, select an alternate end date. Click **OK**.

The screenshot shows a mobile interface for selecting an end date. At the top, it says "Select End Date" with a back arrow. Below that is a profile card for "Gloria Brink" with the following details: Dept: NeBIS 900, Email: GBRINK@NEBRASKA.EDU, Tel No: 402-472-7747, Workflow type: Delegate Travel Entry, Start Date: 03/18/2026, and End Date: 12/31/9999. Below the profile card is a calendar for March 2026. The date 18 is highlighted with a purple box and the date 25 is highlighted with a blue box. An "Alert" dialog box is overlaid on the calendar, containing the text: "Alert", "End date defaults to 12/31/9999. To add an end date, select the date prior to saving.", and an "OK" button. At the bottom right, there are "Save" and "Cancel" buttons.

Assign a Delegate

The start and end dates are shown. Click **Save**.

Select End Date

Gloria Brink

Dept: NeBIS 900
Email: GBRINK@NEBRASKA.EDU
Tel No: 402-472-7747

Workflow type: Delegate Travel Entry

Start Date: 03/18/2026
End Date: 12/31/9999

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

Save Cancel

A success message appears. Click **Ok**.

Message

Successfully added

Ok

The delegate has been added.

Start Date	End Date	Workflow Type	Name	Department	Tel No
03/18/2026	12/31/9999	Delegate Travel Entry	Gloria Brink	NeBIS 900	402-472-7747