

Delegate vs. Travel Assistant

Updated April 8, 2026

Travel Application

Delegates

Delegate (Firefly Travel)

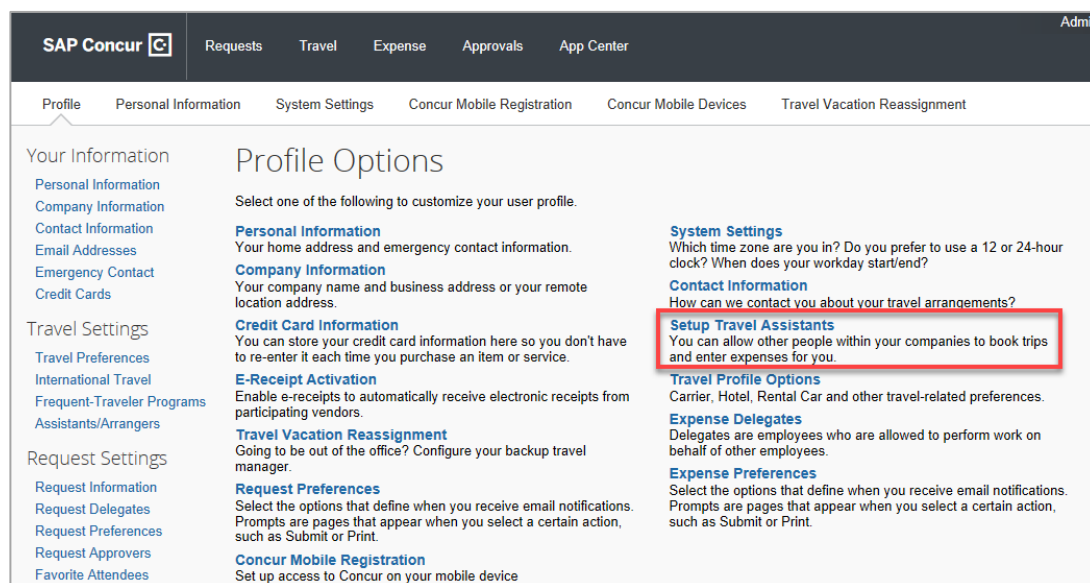
A delegate in Firefly can prepare non-travel expense reports, travel requests (pre-trip authorization), expense reports, and be a substitute approver (if applicable). Review the quick reference guides on [Assign a Delegate](#) and [Act as a Delegate](#).

Delegates can only prepare; the employee/traveler needs to submit.

Travel Assistant (Concur Booking)

A travel assistant in Concur is given permission to book travel for a traveler. Follow the instructions below to assign a travel assistant.

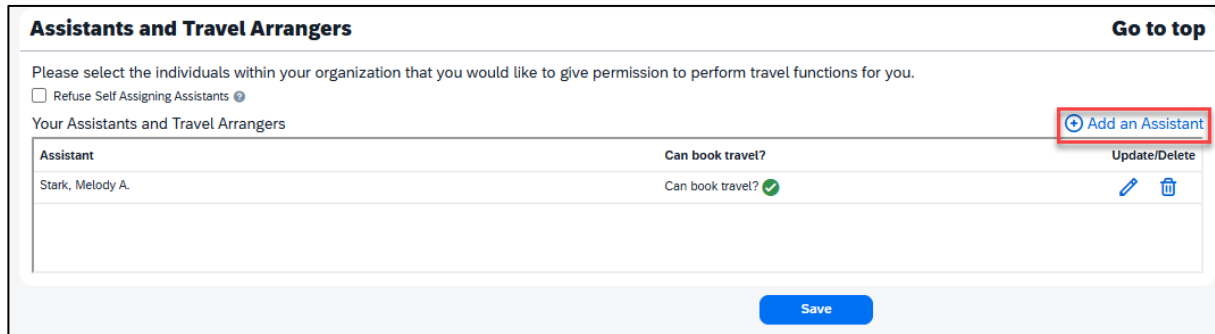
From within Concur, at the top right of the screen click on profile then profile settings. Select Setup Travel Assistants.



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Click on **+Add an Assistant**.



A pop-up window will appear. Search for and select the individual to assign as a travel assistant. Select the checkbox to allow them to book travel and if desired, assign them as a primary travel assistant. Click **Save** on the pop-up and the main settings screen.

