

Submit Expense Report: Company Paid

Updated July 20, 2026

Travel Application

Expense

Helpful Hints

If a trip was taken and all expenses are company-paid, travelers should click *Submit for Approval* to close out the report.

Procedure

When all expenses are *company-paid*, the expense report should be submitted. From the expense tile in Firefly, locate the report. For expense lines that require a receipt, add and save the attachments.

- Note: If the trip business purpose was for a conference, the *Reg/Conference Fees-Paid By* expense line and the required attachment must remain in the report.

Save the report, reopen it and click *Submit for Approval*. The report will *not* go through the approval process but will close itself out.

Distribution	Cost Object Type	Cost Object	Description
100	Cost Center	2329071106	OPR SRVS-CAMPUS SECU

Receipt Number	Transaction Date	Expense Type	City	Travel Request Amount	Entered Amount	Amount	Status
002	06/26/2026	Airfare-Paid by Univ	TEMECULA	800.00 USD	742.58 USD	742.58 USD	Posted ✓
003	06/23/2026	Lodging-Paid by Univ	TEMECULA	0.00 USD	1,358.11 USD	1,358.11 USD	Posted ✓