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.