

# Travel Overview

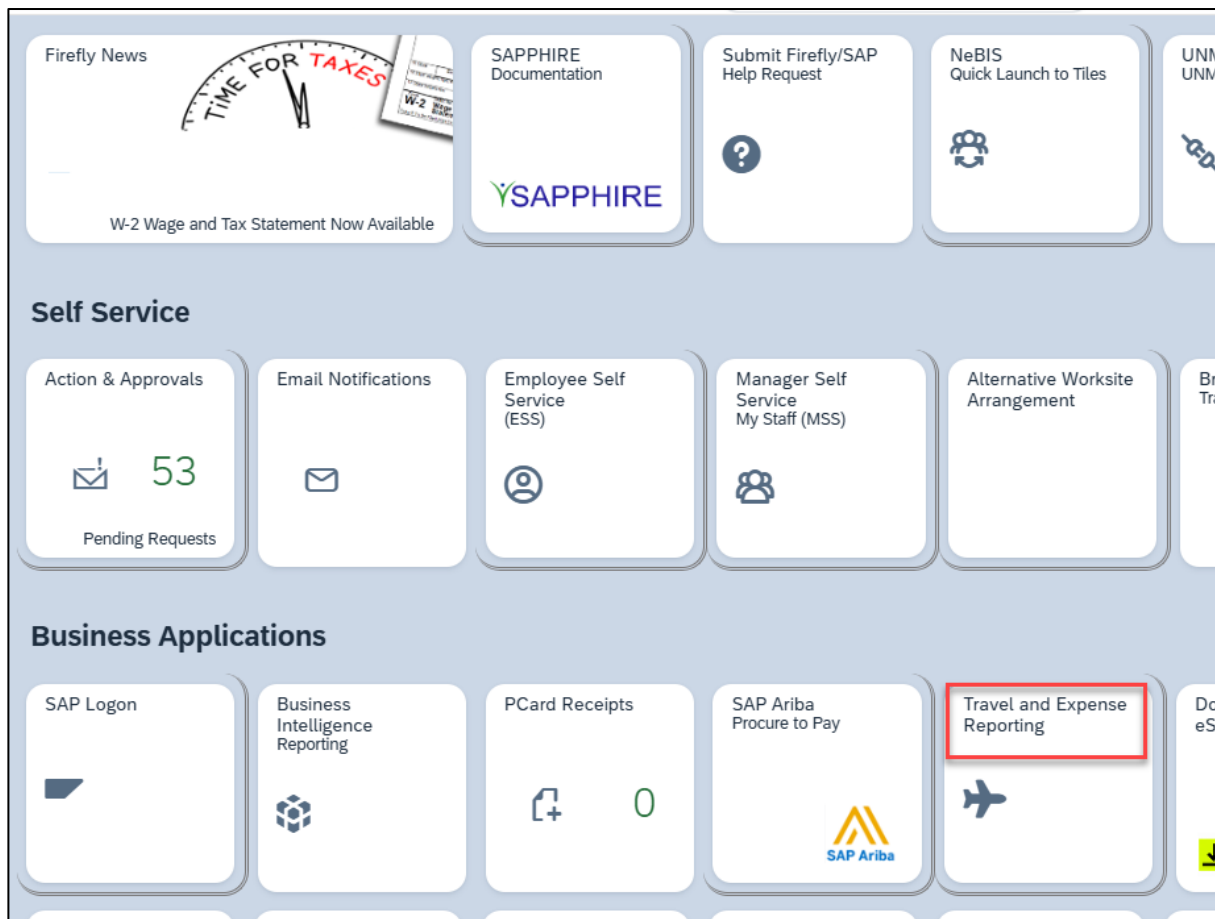
Updated April 8, 2026

## Travel Application

General

## Procedure

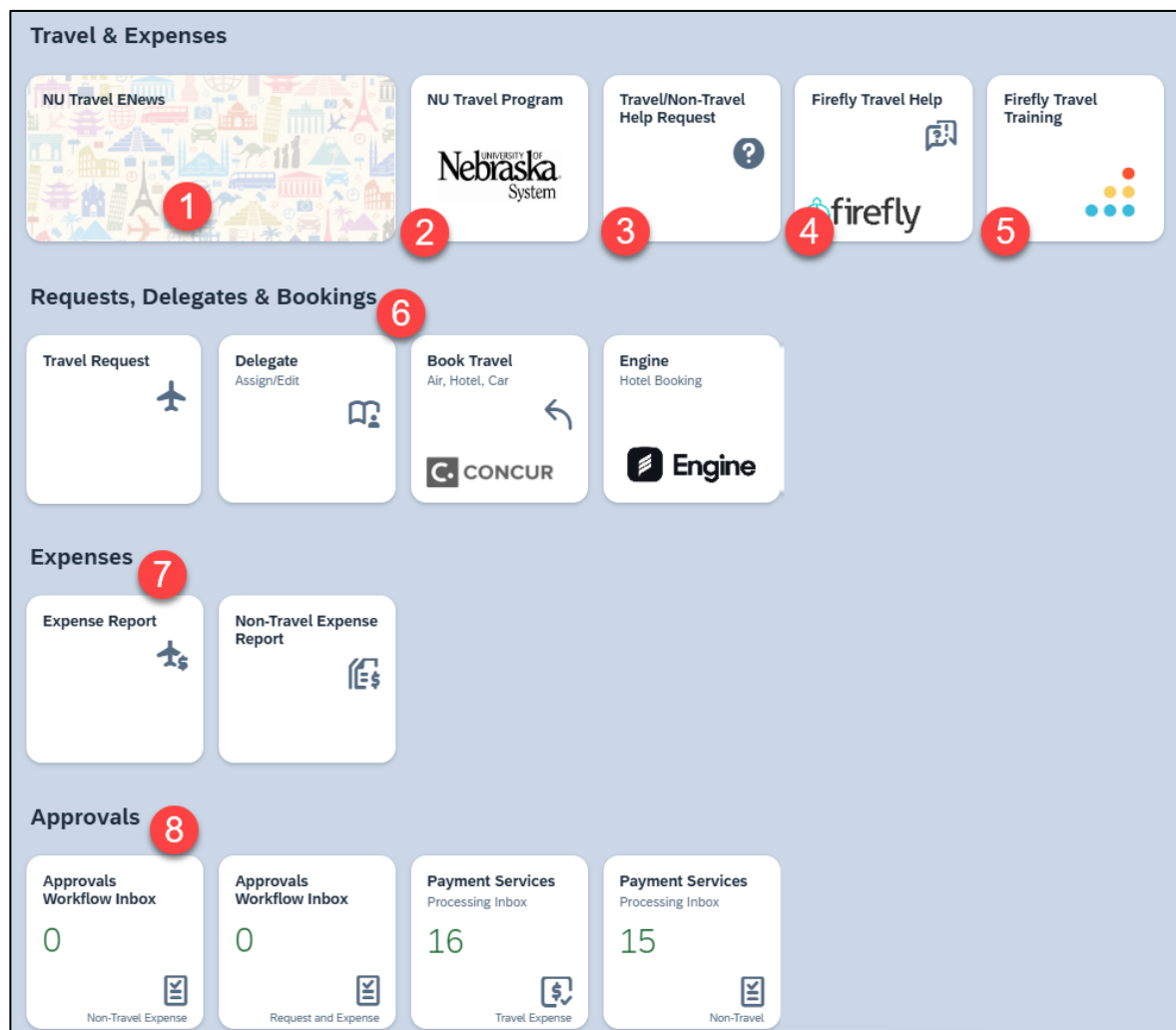
Within Firefly, click on *Travel and Expense Reporting* tile.



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The travel application page appears.



1. Opens the travel news webpage in a new browser window.
2. Opens the NU travel program webpage in a new browser window.
3. Opens a form to submit a travel help request to the NU Travel Office.
4. Travel help resources website
5. Firefly travel training is listed in Bridge.
6. Requests, delegates, and bookings:
  - a. Create and submit a travel request
  - b. Assign a delegate
  - c. Concur: travel booking application
  - d. Engine: hotel booking application

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7. Expenses:
  - a. Submit an expense report
  - b. Submit a non-travel expense report
8. Approvals (for those who are travel and/or financial approvers):
  - a. Non-travel expense approvals
  - b. Request and expense travel approvals
  - c. Payment Services (audit) for travel expense and non-travel (tiles only display for those with a specific security role)