

TRAVEL APPLICATION

Delegate for Approvals (an employee who can act as a substitute for expense approvals).

HELPFUL HINTS

The date range of assigning a delegate approver cannot exceed 85 days.

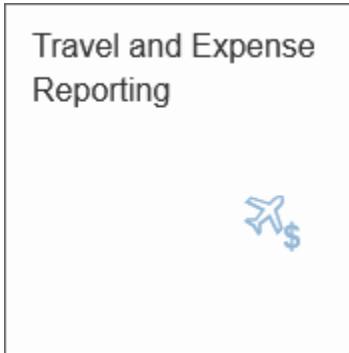


Supported browsers:

- PC: Chrome and Edge
- Macintosh: Chrome and Safari

ASSIGN AN APPROVER DELEGATE

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



The travel page appears. Click *Travel Delegate Assign/Edit*.



ASSIGN A DELEGATE: APPROVALS

Travel Quick Reference Guide

Updated February 6, 2023

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

Workflow Substitution & Travel Delegate					
+ Add Substitute					
Start Date	End Date	Workflow Type	Name	Department	Tel No

To add an approver delegate (an employee who can act as a substitute for travel approvals), click **+ Add Substitute**.

Workflow Substitution & Travel Delegate					
+ Add Substitute					
Start Date	End Date	Workflow Type	Name	Department	Tel No

Enter an employee's name in the search field and click .

Search Name for Substitutes	
Search	
No data	
Cancel	

Select the desired employee name from the search results.

Search Name for Substitutes

Donna Geviss  Dept: NeBIS UNCA >
Tel No: 402-472-2383

Cancel

Select *Travel and Expense Approvals*.

Select Workflow Task

Donna B Geviss

Dept: Administrative Systems Group UNCA
Email: DGEVISS@NEBRASKA.EDU
Tel No: 000-000-0000

Selection

Leave Requests >

Time Approval >

Delegate Travel Entry >

Travel and Expense Approvals  >

All Workflow Types >

Cancel

ASSIGN A DELEGATE: APPROVALS

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Select a start date.

Select Start Date

Donna Geviss

Dept: NeBIS UNCA
Email: DGEVISS@NEBRASKA.EDU
Tel No: 402-472-2383
Workflow type: Travel and Expense Approvals

Start Date:

Dec 2022

MON	TUE	WED	THU	FRI	SAT	SUN
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Cancel

Scroll to locate an end date and click **Save**.  Note: the date range cannot exceed 85 days for approval delegates.

Select End Date

Donna Geviss

Dept: NeBIS UNCA
Email: DGEVISS@NEBRASKA.EDU
Tel No: 402-472-2383
Workflow type: Travel and Expense Approvals

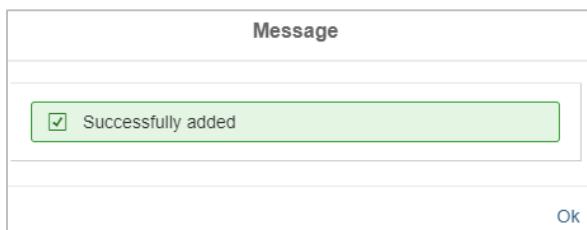
Start Date: 12/08/2022
End Date: 12/31/2022

Dec 2022

MON	TUE	WED	THU	FRI	SAT	SUN
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Save Cancel

A success message appears. Click [Ok](#).



The travel and expense approval delegate has been added.

Workflow Substitution & Travel Delegate						
+ Add Substitute						
Start Date	End Date	Workflow Type	Name	Department	Tel No	
12/08/2022	12/31/2022	Travel and Expense Approval	Donna Geviss	NeBIS UNCA	402-472-2383	
12/11/2022	12/31/2024	Delegate Travel Entry	Linda Aden	UNCSN	402-472-7709	