

TRAVEL APPLICATION

Expense

HELPFUL HINTS

 To cancel an expense report, the report must be in *Open* status.

PROCEDURE

If not seeking reimbursement for a trip (e.g., Zero \$ trip or all expenses were pre-paid), an expense report can be cancelled.

From the expense tile in Firefly, locate the report.

- If the report was a Zero \$ trip: open the expense report and make a change such as adding a comment "Closing – no reimbursement" and save the report. The report status will then change from *Approved* *Request* to *Open*. Click the to left of the report to select it and click  *Cancel*.
- If the expense report has expenses that require a receipt, delete those lines but keep at least one expense type* that does not require a receipt. Meals per Diem expense type is recommended. Save the report, which changes the status to *Open*.

 *Note: if the business purpose was *Conference Attendee* or *Conference Participant*, keep the *Registration/Conf Fee* expense type to retain the required attachment.

Checkmark the expense report line and click *Cancel*.



Employee ID: 43081		Delegate	Name: SHANNON POPPE	Campus: UNCA
All	Open	Submitted	Approved	Sent for Payment
 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				 <i>Cancel</i>
Report ID	Report Name	Business Purpose	Request Date	Status
6900011171	DEN	Business Trip	03/23/2024	Open
6900011153	OMA	Business Trip	06/12/2024	Approved Request
6900011143	BTA - Chadron meetings	Blanket TA Request	03/01/2024	Open