

TRAVEL APPLICATION

Non-Travel Expense

HELPFUL HINTS

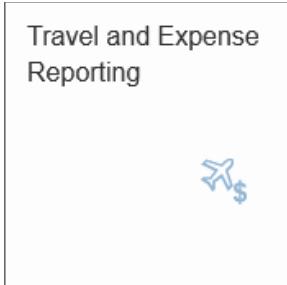
A non-travel expense does not require pre-approval. A non-travel expense reimbursement must be submitted by the employee within the University expense management application no later than sixty (60) calendar days after the expense was incurred.

 Supported browsers:

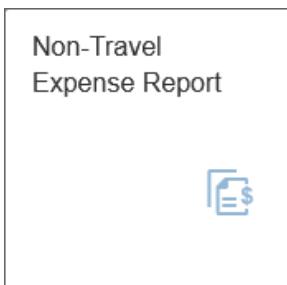
- PC: Chrome and Edge
- Macintosh: Chrome and Safari

PROCEDURE

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



The travel page appears. Click *Non-Travel Expense Report*.

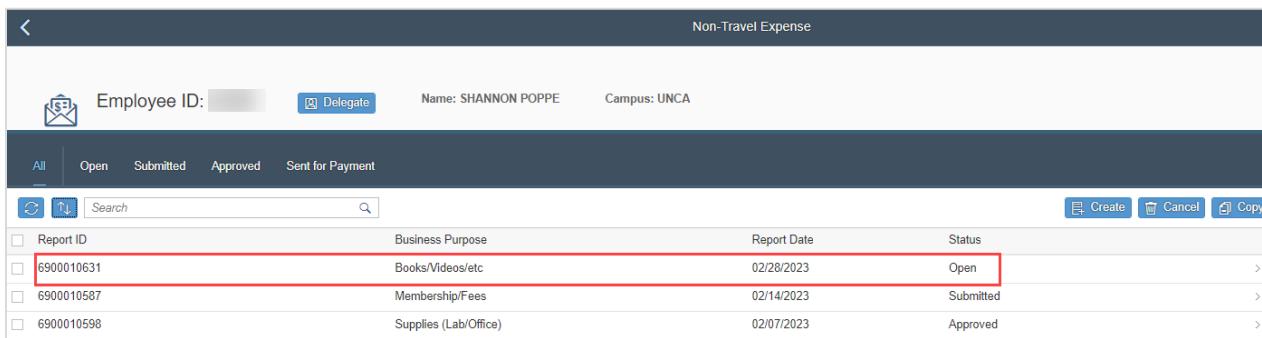


SUBMIT A NON-TRAVEL EXPENSE REPORT CREATED BY A DELEGATE

Travel Quick Reference Guide

Updated March 16, 2023

Locate the non-travel expense report and click on it.



Employee ID: [REDACTED] Delegate Name: SHANNON POPPE Campus: UNCA

All Open Submitted Approved Sent for Payment

Report ID	Business Purpose	Report Date	Status
6900010631	Books/Videos/etc	02/28/2023	Open
6900010587	Membership/Fees	02/14/2023	Submitted
6900010598	Supplies (Lab/Office)	02/07/2023	Approved

The expense report opens. Click on an expense line to view details and the attachment/receipt.



Expense Date: 02/28/2023 To: 02/28/2023

*Business Purpose: Books/Videos/etc

User Defined: [REDACTED]

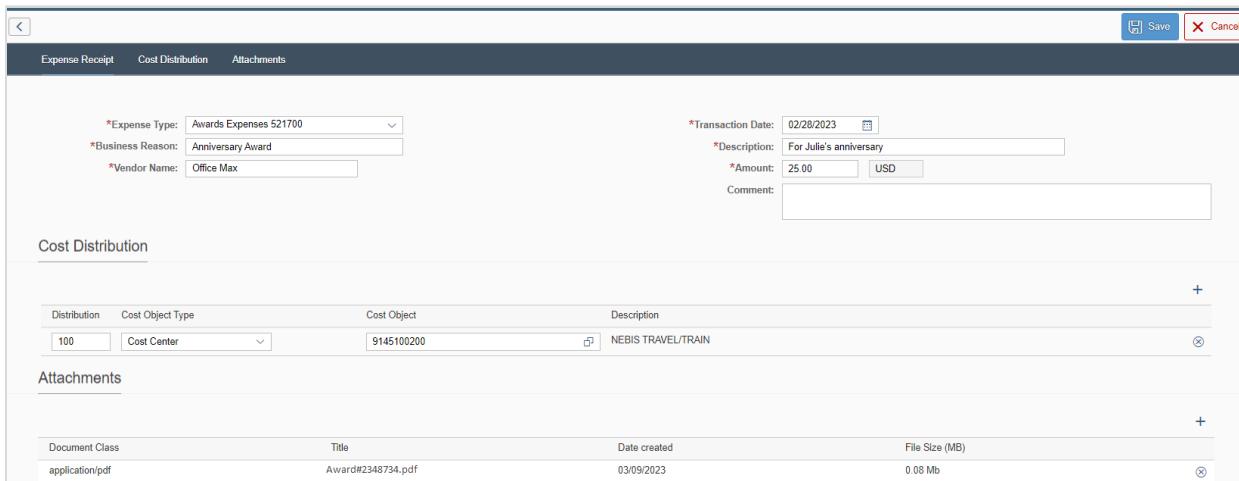
Approver: Melody A Stark

Amount: 25.00 USD

Comment: [REDACTED]

Transaction Date	Expense Type	Business Purpose	Amount
02/28/2023	Awards Expenses 521700	Anniversary Award	25.00 USD

Each individual expense line contains detailed information and corresponding receipt. Click on the attachment line to review the receipt. Click **Save** to return to the main screen.



Expense Receipt Cost Distribution Attachments

*Expense Type: Awards Expenses 521700

*Business Reason: Anniversary Award

*Vendor Name: Office Max

*Transaction Date: 02/28/2023

*Description: For Julie's anniversary

*Amount: 25.00 USD

Comment: [REDACTED]

Cost Distribution

Distribution	Cost Object Type	Cost Object	Description
100	Cost Center	9145100200	NEBIS TRAVEL/TRAIN

Attachments

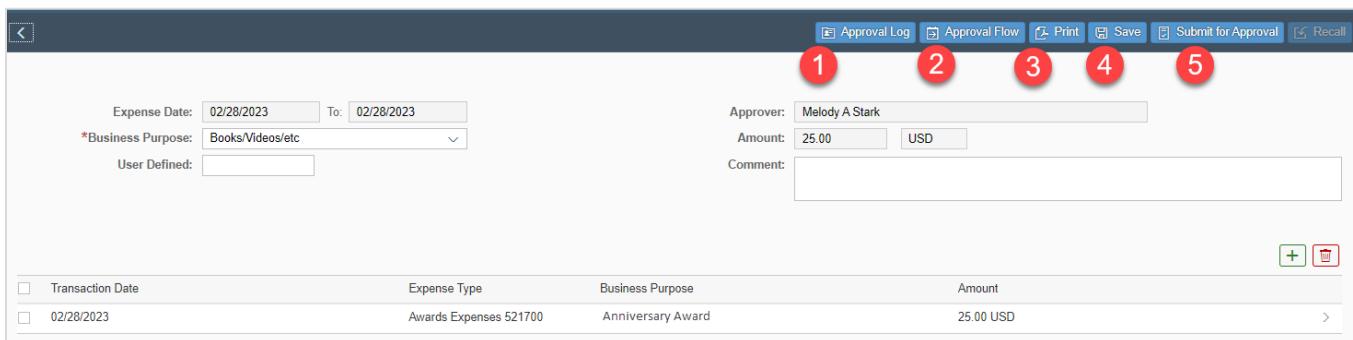
Document Class	Title	Date created	File Size (MB)
application/pdf	Award#2348734.pdf	03/09/2023	0.08 Mb

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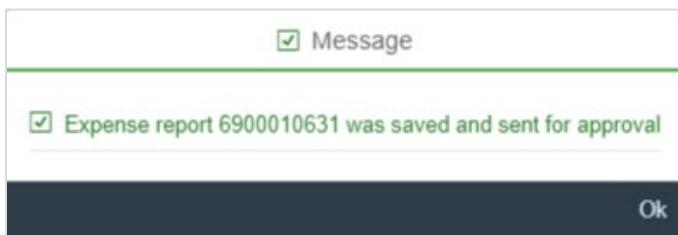
If the expense report is complete, several options are available.



The screenshot shows a software interface for expense report submission. At the top, there are five numbered buttons (1-5) corresponding to the options listed below. The interface includes fields for Expense Date (02/28/2023), To (02/28/2023), Business Purpose (Books/Videos/etc), Approver (Melody A Stark), Amount (25.00 USD), and Comment. Below these are sections for Transaction Date, Expense Type, Business Purpose, and Amount, with a table showing a single entry: 02/28/2023, Awards Expenses 521700, Anniversary Award, 25.00 USD. At the bottom are standard save and submit buttons.

1. *Approval log*: will display any approval is acted on for this expense report (once submitted).
2. *Approval flow*: displays the approval steps and personnel to act on this expense report including supervisor, financial approver, and Payment Services audit.
3. *Print*: preview and print the report.
4. *Save*: save the report and return to it later.
5. *Submit to Approver*: submit the report to start the approval process.

Click **Submit for Approval**. A confirmation box appears. Click *ok*.



Once the expense has been submitted, the *save* and *submit for approval*/buttons are no longer active.



RECALL A REPORT

To recall a report, click **Recall**. This can occur at any time before the report has been processed by Payment Services audit and sent for payment. An employee or a delegate can recall the report.