

TRAVEL APPLICATION

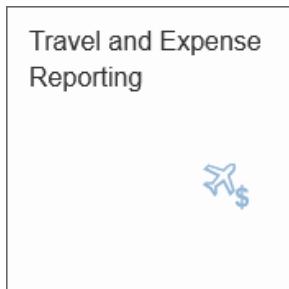
Travel Request

HELPFUL HINTS

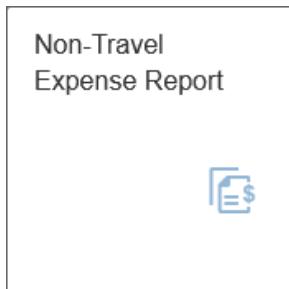
- The traveler will be notified by email when the delegate has prepared the travel request for review and submission. *The email will come from the delegate's email address (not SAPworkflowUNP@nebraska.edu).*

PROCEDURE

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



The travel page appears. Click *Travel Request*.

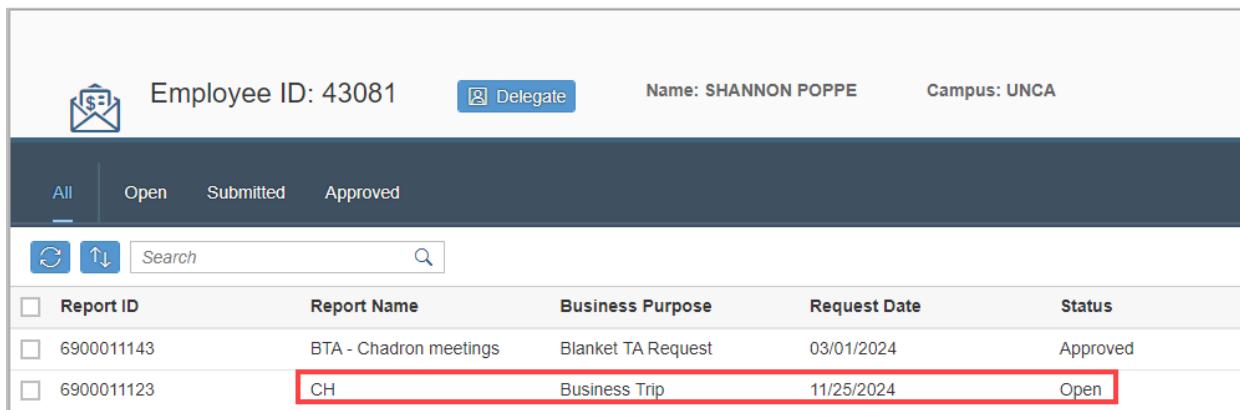


SUBMIT TRAVEL REQUEST CREATED BY A DELEGATE

Travel Quick Reference Guide

Updated April 15, 2024

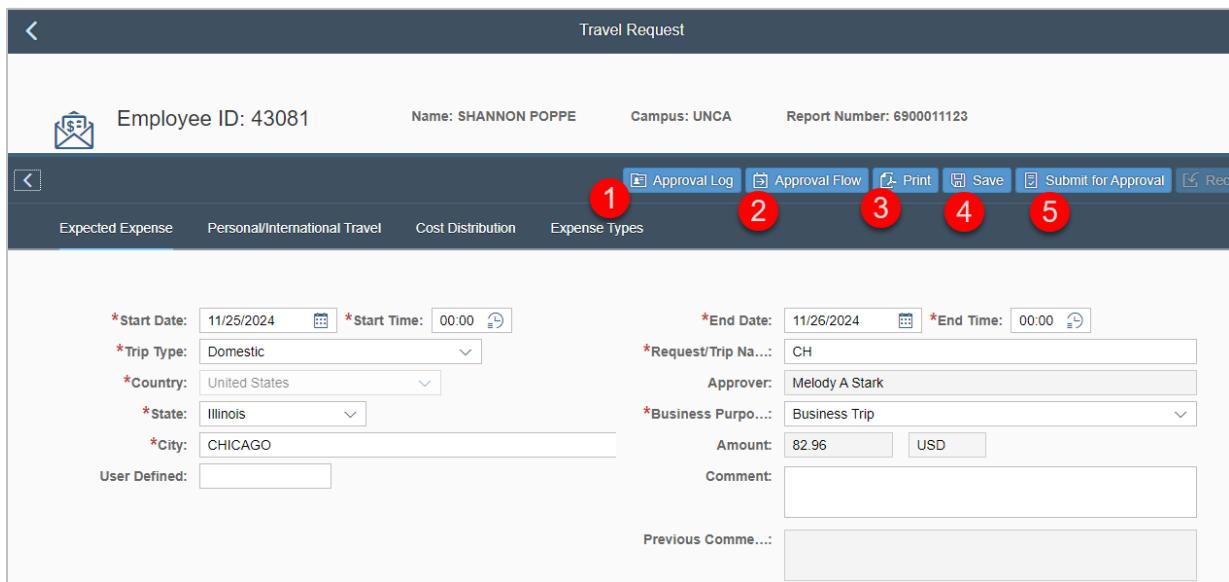
Locate the travel request and click to open it.



The screenshot shows a travel request list page. At the top, it displays the employee ID (43081), name (SHANNON POPPE), and campus (UNCA). Below this, there are tabs for All, Open, Submitted, and Approved. A search bar is present. The main area is a table with columns: Report ID, Report Name, Business Purpose, Request Date, and Status. Two rows are visible: one for 'BTA - Chadron meetings' (Status: Approved) and one for 'CH' (Status: Open, highlighted with a red border).

Report ID	Report Name	Business Purpose	Request Date	Status
6900011143	BTA - Chadron meetings	Blanket TA Request	03/01/2024	Approved
6900011123	CH	Business Trip	11/25/2024	Open

Review the information. If the travel request is complete, several options are available.

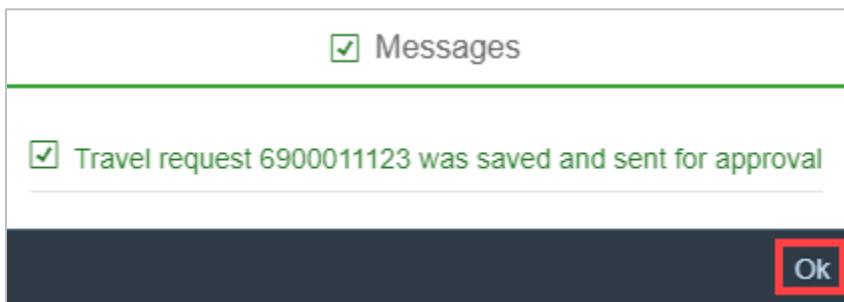


The screenshot shows a travel request detail page for the 'CH' entry. The top navigation bar has five buttons numbered 1 through 5: 1. Approval Log, 2. Approval Flow, 3. Print, 4. Save, and 5. Submit for Approval. The main area contains form fields for travel details like start date, trip type, and location, as well as approval details like end date, request number, approver, and amount.

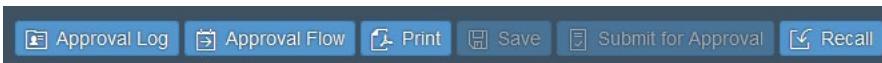
Start Date: 11/25/2024	Start Time: 00:00	End Date: 11/26/2024	End Time: 00:00
Trip Type: Domestic	Request/Trip Na...: CH	Approver: Melody A Stark	Business Purpo...: Business Trip
Country: United States	Amount: 82.96	Comment:	USD
State: Illinois		Previous Comme...:	
City: CHICAGO			
User Defined:			

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 for Approval:** 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 TRAVEL REQUEST

To recall a travel request for edits, click Recall. A travel request can be recalled one day prior to the first travel date (domestic travel) or fifteen days prior to the first travel (international travel). An employee or a delegate can recall the report.