

Email notifications regarding the status of travel requests/expenses, non-travel expense reports, and approval notifications are automatically generated from the Firefly travel application. Emails will be sent from SAPWorkflowUNP@nebraska.edu (except for any email notification from a delegate).

## EMPLOYEE NOTIFICATIONS

Delegate has notified employee (comes from the delegate email address):

Expense Report Membership/Fees 6900010564 ready for review

MS MELODY.STARK@NEBRASKA.EDU  
To: Shannon Poppe

Expense Report Membership/Fees 6900010564 is ready for your review and submission

Shannon,  
Expense Report Membership/Fees 6900010564 has been created, all receipts are attached to the expense report. It is ready for your review and submission.  
Should you have any questions, please let me know.

Regards,  
Melody Stark  
University of NE Central Admin

Returned for changes:

Expense Status Change

SW SAPWorkflowUNP@nebraska.edu  
To: [REDACTED]

Returned for Changes

Your expense report listed below has changed status

Changed by	[REDACTED]
Report Number	6900010431
Report Date	12/07/2022
Report Name	Supplies (Lab/Office)
Amount Approved	10.44
Approval Status Set To	Returned for Changes
Payment Status Set To	Not Paid
Approver Comments:	Change cost center.

## Sent for payment:

Expense Status Change

 SAPWorkflowUNP@nebraska.edu To [REDACTED]  
 ⓘ You forwarded this message on 12/9/2022 12:19 PM.

**Expense Approved**

**Your expense report listed below has changed status**

Changed by	[REDACTED]
Report Number	6900010431
Report Date	12/07/2022
Report Name	Supplies (Lab/Office)
Amount Approved	10.44
Approval Status Set To	Trip Approved
Payment Status Set To	Sent for Payment

## Bank account to be reimbursed:

Expense Reimbursement for [REDACTED]

 SAPWorkflowUNP@nebraska.edu To [REDACTED]

**SAP Workflow**

An expense reimbursement of **\$10.44** will be electronically transferred to your bank account number **xxxxxx** on or after **12/19/2022**.

Reference: 6900010431  
 Accounting doc: 44152799  
 Amount: \$10.44

Please retain this notice for your records.

Have questions about this email? Visit the [frequently asked questions](#) page.

## APPROVER NOTIFICATION

Expense Report Pending Approval

 SAPWorkflowUNP@nebraska.edu To [REDACTED] Shannon Poppe

**Expense Report Pending Your Approval (Shannon M Poppe)**

**You have an Expense Report pending your approval**

Please log into Firefly (and select the Travel tile) and take action as soon as possible so employee reimbursement can be processed.

Employee Name	Michelle E Thompson
Employee ID	228198
Report Number	6900010519
Report Date	12/09/2022
Report Name	Supplies (Lab/Office)
Requested Amount	100.00