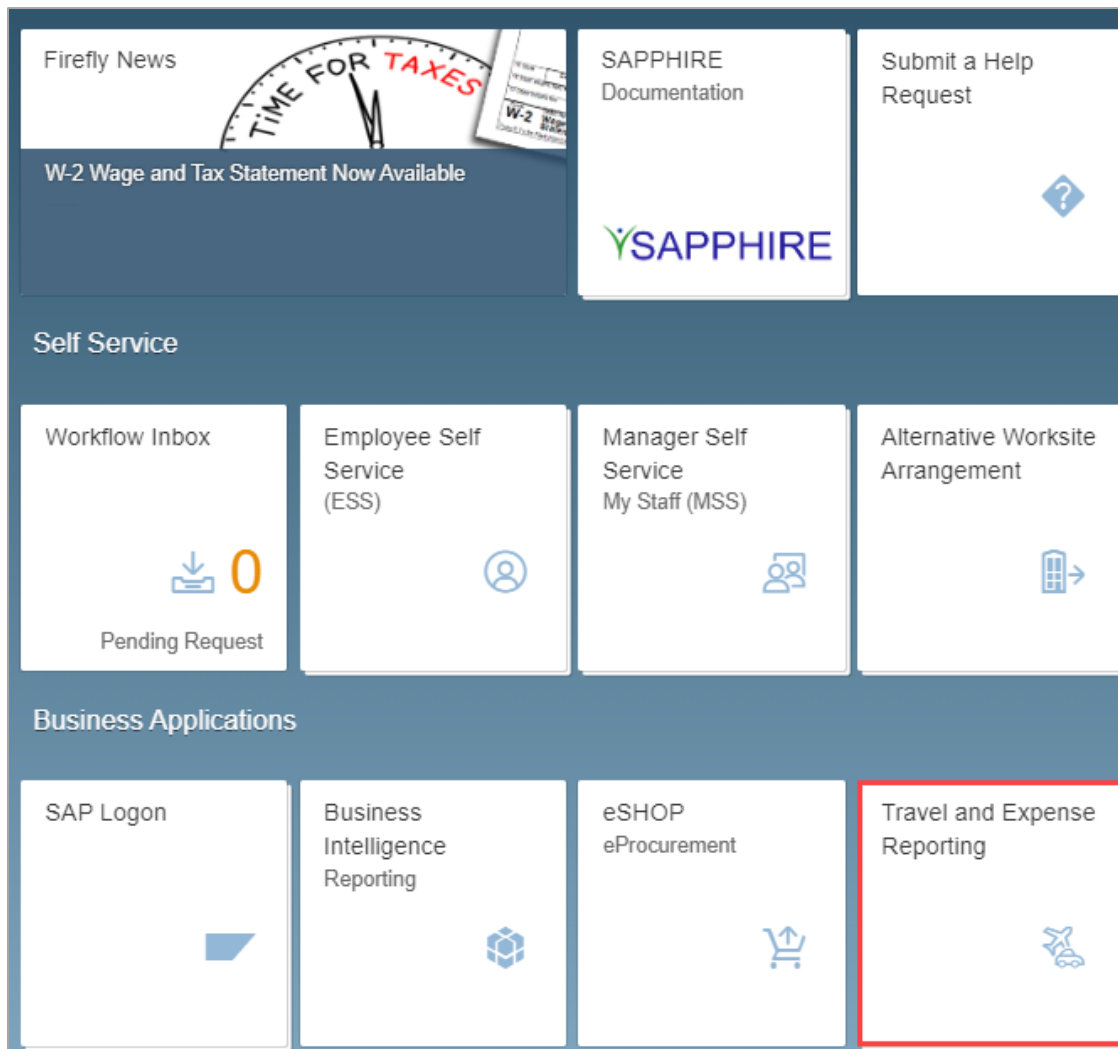### HELPFUL HINTS

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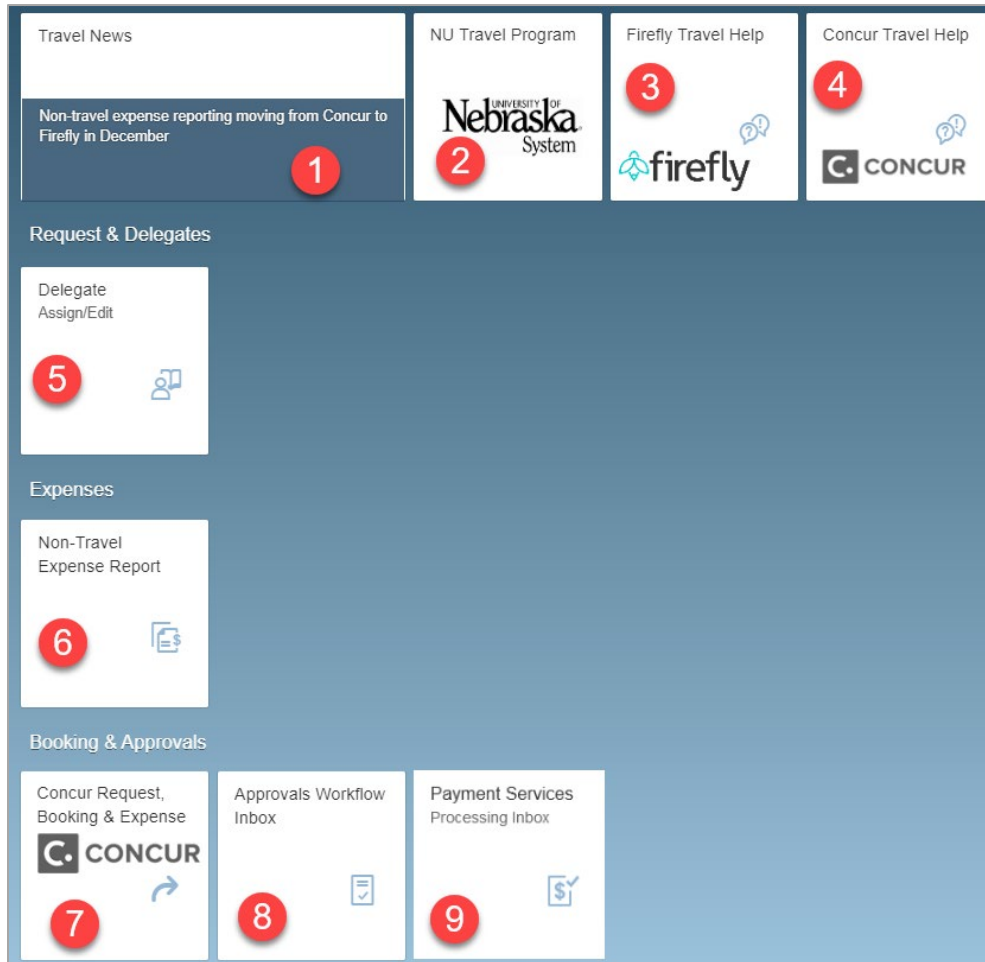- PC: Chrome and Edge
- Macintosh: Chrome and Safari

OVERVIEW

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

The travel application page appears.

1. *Travel News:* opens the travel news webpage.
2. *NU Travel Program:* opens the NU travel program webpage.
3. *Firefly Travel Help:* opens Firefly travel help webpage.
4. *Concur Travel Help:* opens Concur help document webpage.
5. *Delegate:* employee can assign or edit a delegate to act on their behalf.
6. *Non-Travel Expense Report:* create and submit a non-travel expense report.
7. *Concur Request, Booking & Expense*: continue using Concur for travel requests, booking, and travel expense reports.
8. *Approvals Workflow*: approvers can act on submitted non-travel expense reports.
9. *Payment Services*: A/P approvers (payment services) can act on submitted non-travel expense reports.