Travel timeline

• Go-live: February 29 (Leap Day!)
• Concur REQ/EXP decommission: June 2024
  • Travelers will use Concur for booking air, hotel, and car.
  • Approved requests in Concur where travel dates are after April 15 will need to be recreated/submitted in Firefly.
• Travelers can continue using Concur temporarily; however, if travel dates are on or after April 15, the request needs to be submitted/approved in Firefly.
  • It is the responsibility of the traveler or their delegate to recreate items in Firefly.
Helpful hints

• Concur and Firefly travel requests/expense are separate applications that do not intersect.

• Firefly non-travel delegate = delegate for travel (same function). Concur delegate assignment does not transfer to Firefly.
  • Delegates can only prepare; travelers will need to submit for approval.

• If travel booking (e.g.; air, hotel, car) is already complete for future travel, do not cancel or rebook.

• No expense report itinerary in Firefly!
Helpful hints

- Email notifications in Firefly includes delegate, traveler, and approver.
- Approved requests can be recalled, edited, and resubmitted.
  - Domestic travel: one day prior to start date
  - International travel: 15 days prior to start date
- Four “paid by” expense types now in travel request
- Conference Attendee/Participant travel request requires an agenda attachment or similar document.
- International travel: added insurance requirement
  - Personal days or companion (part of NU travel policy)
  - Built into Firefly travel request application