

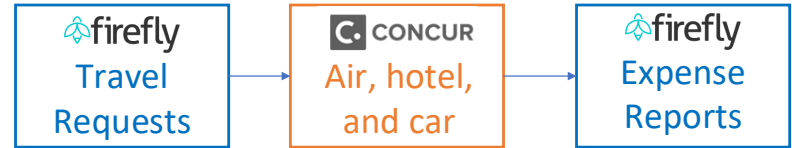
Firefly Travel Training

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

*Expense Type:	
nts	Airfare
	Airfare-Paid by Univ
	Baggage & Airport Fees
	Car Rental
Class	Car Rental-Paid by Univ
	Fuel/Gas
	Lodging
	Lodging-Paid by Univ
	Meals (Per Diem)
	Meals-One Day Trip
	Mileage/Personal Car
	Misc Travel-parking/tolls/etc
	Official Func Exp-Agenda/Names
	Reg/Conf Fees-Paid by Univ
	Reg/Conf Fees