

TRAVEL APPLICATION

Non-Travel Expense

HELPFUL HINTS

A non-travel expense does not require pre-approval. A non-travel expense reimbursement must be submitted by the employee within the University expense management application no later than sixty (60) calendar days after the expense was incurred.

 Supported browsers:

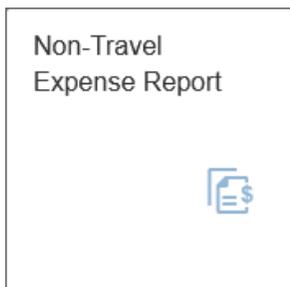
- PC: Chrome and Edge
- Macintosh: Chrome and Safari

PROCEDURE

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



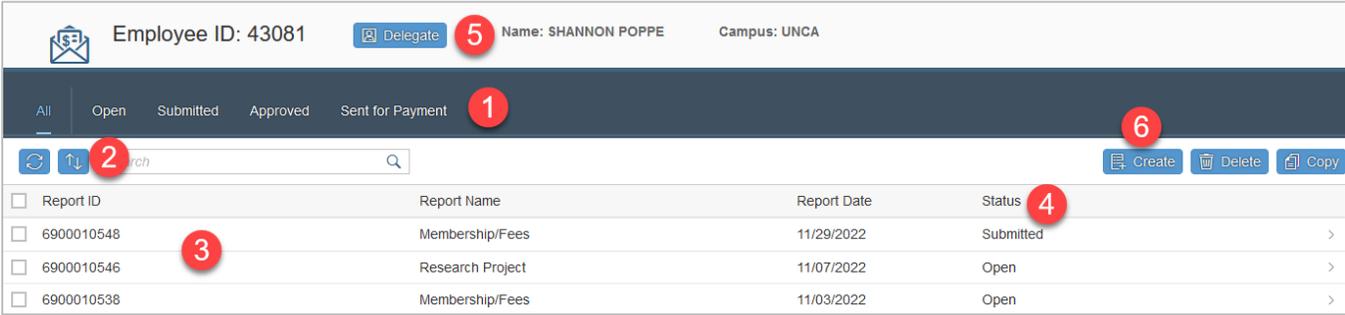
The travel page appears. Click *Non-Travel Expense Report*.



CREATE AND SUBMIT A NON-TRAVEL EXPENSE REPORT

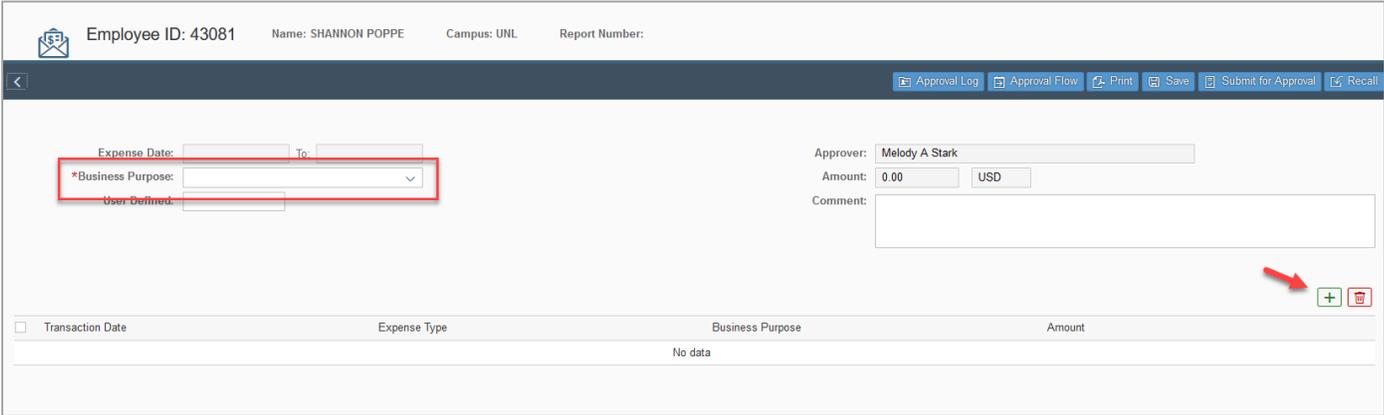
Updated February 6, 2023

The application opens and displays reports per the individual employee.



1. Banner defaults to *All*. Click other options to sort by *open*, *submitted*, *approved*, or *sent for payment*.
2. Sort columns.
3. Displays existing reports.
4. Status of the report (open, submitted, or approved). *Approved* status can be at any step within the approval process.
5. [Act as a delegate](#) for another employee.
6. Create a new non-travel expense.

Click **Create** to create a new non-travel expense report. Select a business purpose from the dropdown options. To add an expense, click **+**.



CREATE AND SUBMIT A NON-TRAVEL EXPENSE REPORT

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Enter the expense information. Required fields are noted with an *.

Employee ID: 43081 Name: SHANNON POPPE Campus: UNL Report Number:

Save Cancel

Expense Receipt Cost Distribution Attachments

*Expense Type: *Transaction Date: MM/dd/yyyy

*Business Reason: *Description:

*Vendor Name: *Amount: USD

Comment:

Cost Distribution

Distribution	Cost Object Type	Cost Object	Description
100	Cost Center	9145100200	NEBIS TRAVEL/TRAIN

Attachments

Document Class	Title	Date created	File Size (MB)
No data			

Adjust the cost object type and cost object if applicable. The expense can be split funded by clicking on + and adding another cost object.

To add an attachment, click +.

Attachments

Document Class	Title	Date created	File Size (MB)
No data			

Search for the file and click . The attachment has been added to the expense.

multiple receipts for this expense line should be combined into one image file (PDF, .jpeg, .png, etc.)

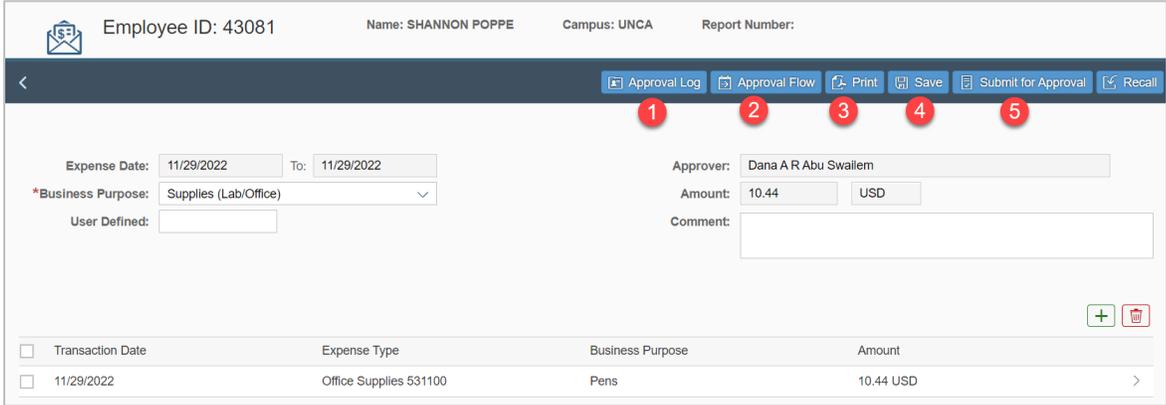
Attachments

Document Class	Title	Date created	File Size (MB)
application/pdf	Fw_ Order Confirmation #272739436-001.pdf	12/02/2022	0.19 Mb

CREATE AND SUBMIT A NON-TRAVEL EXPENSE REPORT

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Click . Continue to add expense lines if needed. If the expense is complete, several options are available.

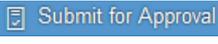


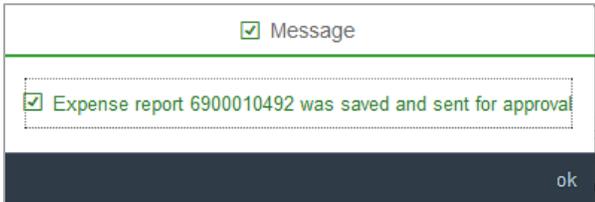
Employee ID: 43081 Name: SHANNON POPPE Campus: UNCA Report Number:

Expense Date: 11/29/2022 To: 11/29/2022 Approver: Dana A R Abu Swailem
 *Business Purpose: Supplies (Lab/Office) Amount: 10.44 USD
 User Defined: Comment:

Transaction Date	Expense Type	Business Purpose	Amount
11/29/2022	Office Supplies 531100	Pens	10.44 USD

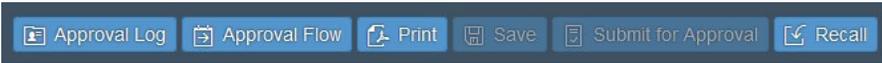
1. *Approval log*: will display any approval is acted on for this expense report.
2. *Approval flow*: displays the approval steps and personnel to act on this expense report including supervisor, financial approver, and A/P audit.
3. *Print*: preview and print the report.
4. *Save*: save the report and return to it later.
5. *Submit to Approver*: submit the report to start the approval process.

Click . A confirmation box appears. Click *ok*.



Message
 Expense report 6900010492 was saved and sent for approval

Once the expense has been submitted, the *save* and *submit for approval* buttons are no longer active.



RECALL A REPORT

To recall a report, click . This can occur at any time before the report has been processed by A/P audit (accounts payable/payment services) and sent for payment. An employee or a delegate can recall the report.

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CANCEL A REPORT

To cancel a report, it will need to be recalled and set to *Open Status*.

Employee ID: 43081 [Delegate](#) Name: SHANNON POPPE Campus: UNCA

All Open Submitted Approved Sent for Payment

Search [] Create Cancel Copy

Report ID	Report Name	Report Date	Status
<input type="checkbox"/> 6900010590	Supplies (Lab/Office)	11/28/2022	Open
<input type="checkbox"/> 6900010581	Research Project	12/14/2022	Cancelled
<input type="checkbox"/> 6900010576	Miscellaneous Purchase	11/27/2022	Submitted
<input type="checkbox"/> 6900010574	Membership/Fees	11/27/2022	Sent for Payment

Check the box to the left of the expense report and click [Cancel](#).

All Open Submitted Approved Sent for Payment

Search [] Create Cancel Copy

Report ID	Report Name	Report Date	Status
<input checked="" type="checkbox"/> 6900010590	Supplies (Lab/Office)	11/28/2022	Open
<input type="checkbox"/> 6900010581	Research Project	12/14/2022	Cancelled

The cancelled report will remain in the non-travel expense application.

VIEW THE APPROVAL LOG AND APPROVAL FLOW

Approval log records the status, date, and time for the approval process. Click [Approval Log](#) to review the approval log.

Approval Log							
User ID	Step	Status	Start Date	Start Time	Approval Date	Approval Time	Comments
Michelle Thompson	Financial Approver	Approval Pending	12/02/2022	10:00:59			
Melody Stark	Supervisor	Approved	12/02/2022	09:51:10	12/02/2022	10:00:58	

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The approval flow shows the approval steps and personnel to act on this expense report including supervisor, financial approver, and A/P audit. Click [Approval Flow](#) to review the approval flow.

