Creating a Travel Reimbursement – Mileage Only

Log into Firefly: https://firefly.nebraska.edu

Click on Employee Self Service

Click on Travel Expense Create
The Create Travel Expense screen appears.

You will see several links to useful websites related to travel. Your Default Cost Center name and number will be displayed on this screen. Although the default information is displayed, you will have an opportunity to change the cost center/WBS funding source(s) when you create your Travel Request. Instructions on how to change the account to reflect where travel expense will post, will follow in the instructions.

**Do not contact your HR coordinator to change the default account as indicated below. This is an account that is assigned to your organizational unit and should not be changed.**

Click on Create (at the bottom-left of the screen) and the following screen will appear.
Enter the required information. (noted by an *)
- Start Date/Time
- End Date/Time
- Destination/City
- Country/State
- Trip Reason: enter the specific purpose or description of the trip

Enter the optional fields
- Activity: select an activity from the drop down menu that describes the general purpose of the trip.

Additional Destinations: if you are traveling to more than one locations, click on to enter your additional destinations.

Trip Cost Assignment: displays what cost objects the costs will be charge to. If you would like to change the cost center/WBS the expense will be charged to, or split between multiple accounts, click on . Clicking on the account number that appears, will generate a new screen to change the account.
Comments: allows you to enter a cost breakdown for the trip, or to add any additional information or comments for the approver. For example, if the approval needs to delegate to someone else for approval, this is where these notes are entered. Any or all of the text that defaults can be changed and/or deleted as necessary.

To add mileage click on the MILEAGE option

On the MILEAGE screen click on . If your travel was more than one day, you will need to add mileage for each day.
The MILEAGE screen appears.

Enter the required information:
- Date: enter the date of the day of travel.
- Miles Driven: enter the total amount of miles traveled within that date.
- Vehicle Type: choose the type of vehicle you were using from the dropdown menu.

Enter additional information:
- Start Location
- End Location
- Comment

Click on Cost Assignment for Mileage. The Cost Assignment screen will appear.

Click on Add Cost Assignment to add the cost center/WBS for the mileage expense
Once all the information has been entered, click on OK.

The total amount for mileage will appear at top right of screen.

Once all the mileage has been entered, click on (bottom right of screen).

The confirmation screen appears.
If you want to save the expense report as Open, click on ![Open (Draft)](opens.png). This allows you to save it and edit.

If the travel expense report is ready to be submitted, click on ![Submit for approval](submit.png).

Mileage reimbursement does not require a receipt, so click on ![Expense requires no receipts](receipt.png).

Continue by clicking on ![Submit](submit.png) (bottom right of screen).

A confirmation screen will appear.
The travel reimbursement is now shown as Pending/Awaiting Approval.

Your Travel Approver will receive an email with the option to Approve, Return for Changes, Reject & Cancel, or Delegated to another person for approval.

- **Approve**: You will receive an e-mail the expense has been approved, along with a copy of the reimbursement request.
- **Return for Changes**: You will receive an e-mail stating that the reimbursement request was returned for changes, along with comments from the approver about what needs to be changed. You will need to go back into Firefly/ESS, open the reimbursement request and make the necessary changes and resubmit the request.
- **Reject & Cancel**: You will receive an e-mail stating that the reimbursement request has been rejected, along with comments from the approver. Once a request has been rejected, it cannot be changed.
- **Delegate Approval**: Your Travel Approver has the option to delegate approval to one or more individuals. If a reimbursement request needs to be delegated, it should be clearly defined in the comments for your Travel Approver. The same options listed above are available to the delegated approver.

Once the expense reimbursement has been acted on by your Approver, you will receive an email.
Review trip details for accuracy.

NOTE: Approval includes authorization for out of town meals and use of a privately owned vehicle.

**Travel Expense Statement**

<table>
<thead>
<tr>
<th>Name</th>
<th>Carol A Cartwright</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trip No</td>
<td>6600073319</td>
</tr>
<tr>
<td>Personnel No</td>
<td>16194</td>
</tr>
<tr>
<td>Dept</td>
<td>IANR / AG &amp; NATL RES</td>
</tr>
<tr>
<td>Address</td>
<td>AGH, 313C, UNL, NE, 68583-0705, 402-472-5896</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:CCARTWRIGHT1@UNL.EDU">CCARTWRIGHT1@UNL.EDU</a></td>
</tr>
</tbody>
</table>

**Trip Details**

<table>
<thead>
<tr>
<th>Destination</th>
<th>Wahoo, NE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region</td>
<td>Nebraska</td>
</tr>
<tr>
<td>Reason</td>
<td>TO VISIT NEREC AT NORFOLK</td>
</tr>
<tr>
<td>Start Date</td>
<td>11/01/17 07:30</td>
</tr>
<tr>
<td>End Date</td>
<td>11/01/17 15:30</td>
</tr>
<tr>
<td>Cost Object</td>
<td>14.25 to 2166150001</td>
</tr>
<tr>
<td>Trip Total</td>
<td>14.25</td>
</tr>
<tr>
<td>Paid Directly</td>
<td>0.00</td>
</tr>
<tr>
<td>Reimburse Amt</td>
<td>14.25</td>
</tr>
</tbody>
</table>

**Mileage**

| Total Miles | 57 |
| Mileage Amt | 14.25 |

Traveled to Wahoo to meet up with a staff member that had an University Car to travel on to NEREC in Norfolk. Returned to Wahoo and traveled back to Lincoln.

**Trip Status**

<table>
<thead>
<tr>
<th>Status</th>
<th>Trip Approved/To Be Settled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved By</td>
<td>Jeffrey T Bassford 11/08/17 10:54:42</td>
</tr>
<tr>
<td>Entered By</td>
<td>Carol A Cartwright 11/08/17 09:46:22</td>
</tr>
</tbody>
</table>

When the reimbursement has been processed, it will be shown as PAID.
Click on the PAID expense. The following screen will appear.

![Travel Expense Screen](image)

Click on **Print**. Click on **Download PDF**.

Print off the Travel Expense Statement that is generated and forward to your Business Center for expense reconciliation.

When the reimbursement has been deposited into a bank account, the following email will be generated.
SAP Workflow

An expense reimbursement of $14.25 will be electronically transferred to your bank account number xxxxxx on or after 11/14/2017.

Trip number: 6600073319
Destination: WAHOO, NE
Trip dates: 11/01/2017 - 11/01/2017
Amount: $14.25

Please retain this notice for your records.

Have questions about this email? Visit the frequently asked questions page.

For questions or additional training, please contact your IANR Business Center