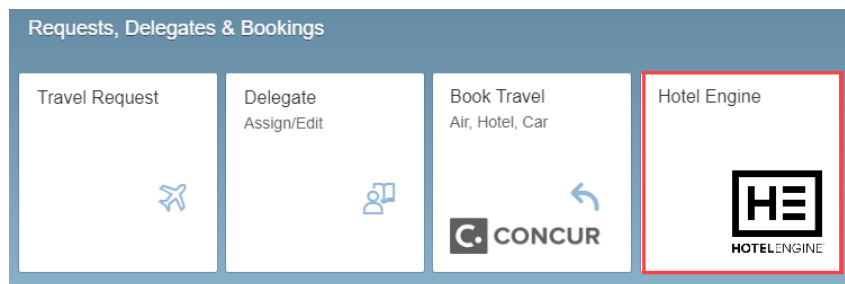


New Travel Application in Firefly: Hotel Engine

Hotel Engine is the preferred hotel booking platform for the State of Nebraska. As a University of Nebraska employee, access is available to a wider selection of hotels and exclusive rates at or below GSA, both in Nebraska and nationwide.

Hotel Engine specializes in team/group reservations, allowing requesting, planning, and tracking of large or complex bookings. Group criteria include either bookings that require eight or more rooms or extended stays lasting 30+ consecutive days.

To book a hotel, from within the Travel & Expense Reporting tile in Firefly, click on Hotel Engine. Further instructions can be found [here](#).



Online training sessions, provided by Hotel Engine, will be offered within the next few weeks:

- September 24th, 1:00pm-2:00pm CST
- September 27th, 11:00am-12:00pm CST
- September 30th, 11:00am-12:00pm CST
- October 1st, 10:00am-11:00am CST

All trainings will be accessed using the Zoom URL: <https://hotelengine.zoom.us/j/97814991864>
(webinar ID: 978 1499 1864)