

## Travel Requests and Expense Reminders

### *Approved Request Required Prior to Travel*

Per the [NU Travel Policy](#), travelers are required to have a fully approved travel request prior to creating travel arrangements or travel commences. Failure to comply may result in denial of reimbursement for travel expenses.

### Pre-Travel

#### *Pre-Trip Approval*

All Travelers are required to submit a Pre-Trip Request prior to each separate Travel Status instance. The Pre-trip Request must be approved before travel arrangements are created, and travel commences. This includes Travel Status trips with no associated business expenses to the Traveler or University. The only exception to this Pre-Trip Request requirement is Travel Status trips that are between campuses (NCTA, UNCA, UNK, UNL, UNMC, and UNO) and/or other locations owned by the University (i.e., teaching, research, and Extension offices) with no related expenses or reimbursements to be paid by University Funds or University-Managed Funds.

Lack of compliance could result in travel expenses being denied reimbursement.

### *Changing Cost Objects on Expense Report*

If the cost object at the header level is changed on the expense report, the cost object on each individual expense line must also be updated accordingly.

### *Blanket Travel Authorizations (BTAs)*

A Blanket Travel Authorization (BTA) will be allowed for multiple business trips for the same business purpose within a fiscal year. A BTA can include any combination of travel within a 100-mile radius of the traveler's campus (or assigned work location) and/or within State limits.

- BTA-related expenses must be submitted within 60 days of when the expense occurred to meet the required deadline. It is recommended to submit BTA expenses once or twice per month.
- If a WBS was used for a BTA and it has since been locked, closed, or had restrictions modified, a new BTA must be created.
- When using a BTA, ensure that the date(s) on each expense line reflects the actual date(s) the expenses were incurred.

### *Travel Reports: Attending a Conference*

When attending or presenting at a conference, the business purpose on the expense report should be listed as either *Conference Attendee* or *Conference Participant*.

Attaching a conference agenda is required. Acceptable examples include:

- An email with the conference dates and general information, or
- A brief (one- to two-page) PDF of the conference agenda.

Failure to include the agenda may result in a delay in reimbursement.

### *Paid By Univ Expense Types*

When submitting an expense report for reimbursement, travelers are encouraged to include “Paid By Univ” expenses on the report.

## Airline Industry News

### *REAL ID Deadline: May 7th, 2025*

Beginning May 7, 2025, a REAL ID will be required for domestic air travel and access to federal facilities, such as military bases and nuclear plants. More information on Real ID requirements can be found [here](#).

### *Southwest Airlines*

Travelers are encouraged to enroll in Southwest’s Rapid Rewards program. New members will earn 750 bonus Rapid Rewards points just for enrolling—plus 4,250 more Rapid Rewards points when they fly a round trip (or two one-ways) within 60 days of enrollment. No promotion registration is needed; creating a Rapid Rewards account during the promotion period automatically opts the traveler in to receive points. More information can be found [here](#).

## Hospitality Industry News

### *Hampton Inn*

The Hampton by Hilton Lincoln Downtown hotel is located at 1033 O Street. Negotiated rates include:

- Year 2025 rate: \$109.00 per night plus tax if applicable - Standard King or Double Queen Room
- Year 2026 rate: \$122.00 per night plus tax if applicable - Standard King or Double Queen Room

More information regarding the Hampton Inn can be found [here](#).

### *Scarlet Hotel*

The University of Nebraska negotiated rates with the [Scarlet Hotel in Lincoln](#) have been extended through the end of 2025. The rate is only available when booking through Concur. For groups of ten or more, please contact the hotel directly.

### *Engine*

In addition to room bookings, Engine can now direct-bill meeting space and audio-visual. Engine cannot directly bill any food or beverage.

## Travel Training Schedule

The training schedule has been posted in [Bridge](#).



### *Review the NU Travel Policy: 60-day Reimbursement Deadline for Expenses*

Travelers should be aware of the [NU Travel Policy](#), specifically the 60-day expense reimbursement deadline. [Nebraska state statute 81-1174](#) imposes a deadline on the submission of expense reimbursements:

- Travel expenses must be submitted in Firefly Travel Expense within sixty (60) days after the last day of business travel.
  - Non-travel expenses must be submitted in Firefly Travel Expense no later than sixty (60) days from the date on which expense(s) were incurred.
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Expenses cannot be submitted past this deadline and will not be paid or reimbursed by the university. This State of Nebraska [statutory requirement](#) cannot be waived.

Review the [Welcome Letter](#) for detailed information.

Employees may sign up for the university's travel listserv to receive up-to-date travel information [here](#).

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