NU Travel eNews: July 2025

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Travel Industry News

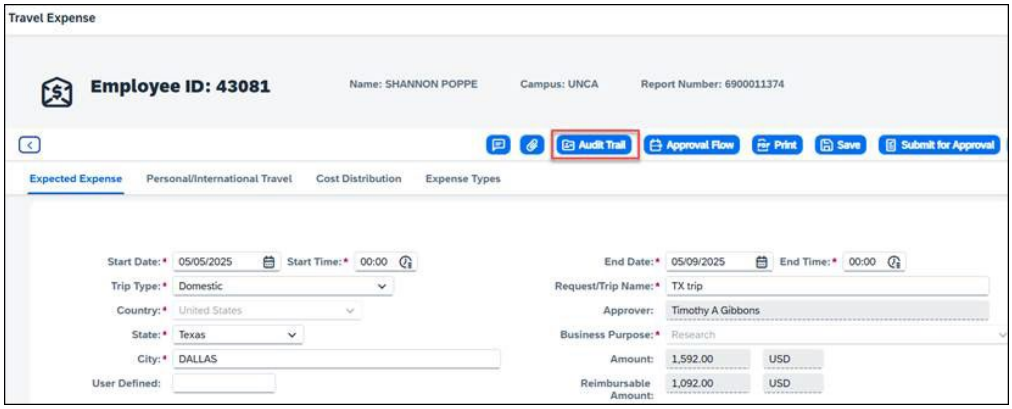
Engine: Cancellation Policy
Travelers are encouraged to book refundable hotel reservations in Engine whenever possible. Refundable reservations may still be to specific cancellation timeframes, which must be followed to avoid penalties.

Southwest Airlines Assigned Seats
Starting July 29, travelers can choose assigned seats for flights on or after January 27, 2026. The new boarding process will have eight groups, beginning with Extra Legroom seats (groups 1 and 2). Frequent flyers, credit cardholders, and premium fare customers will board earlier.

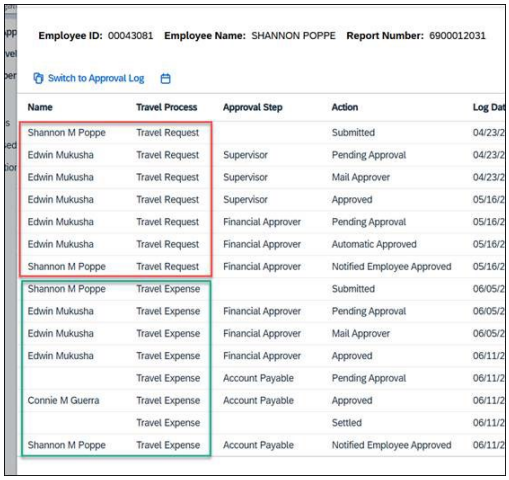
More information regarding the upcoming changes to the boarding process can be found here.

Request and Expense Reminders

Travel Report Audit Trail
To view the approval log for a travel request or expense report, click *Audit Trail.*

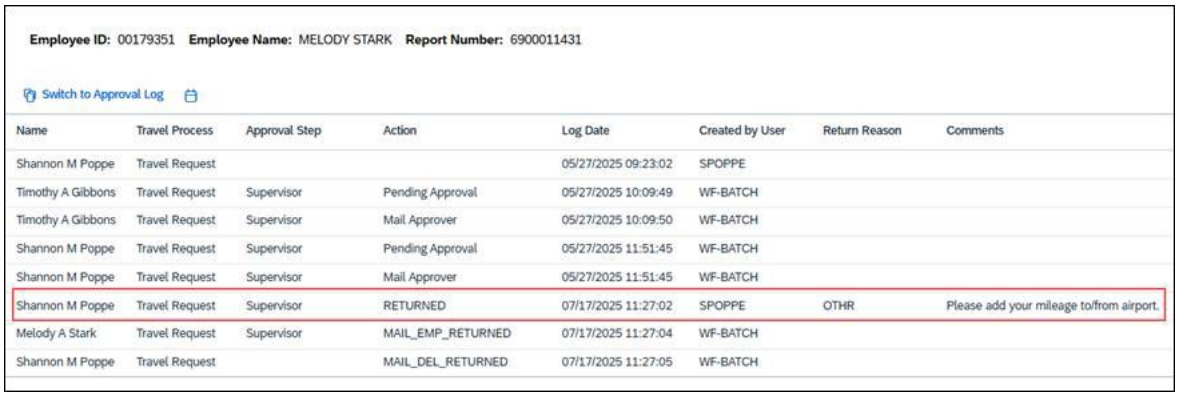


The *Travel Approval Log* displays all actions taken on the report and within each travel process (request or expense).



Name	Travel Process	Approval Step	Action	Log Dat
Shannon M Poppe	Travel Request		Submitted	04/23/2
Edwin Mukusha	Travel Request	Supervisor	Pending Approval	04/23/2
Edwin Mukusha	Travel Request	Supervisor	Mail Approver	04/23/2
Edwin Mukusha	Travel Request	Supervisor	Approved	05/16/2
Edwin Mukusha	Travel Request	Financial Approver	Pending Approval	05/16/2
Edwin Mukusha	Travel Request	Financial Approver	Automatic Approved	05/16/2
Shannon M Poppe	Travel Request	Financial Approver	Notified Employee Approved	05/16/2
Shannon M Poppe	Travel Expense		Submitted	06/05/2
Edwin Mukusha	Travel Expense	Financial Approver	Pending Approval	06/05/2
Edwin Mukusha	Travel Expense	Financial Approver	Mail Approver	06/05/2
Edwin Mukusha	Travel Expense	Financial Approver	Approved	06/11/2
	Travel Expense	Account Payable	Pending Approval	06/11/2
Connie M Guerra	Travel Expense	Account Payable	Approved	06/11/2
	Travel Expense		Settled	06/11/2
Shannon M Poppe	Travel Expense	Account Payable	Notified Employee Approved	06/11/2

If a report was returned for changes, refer to the *Comments* section of the report log for detailed information.



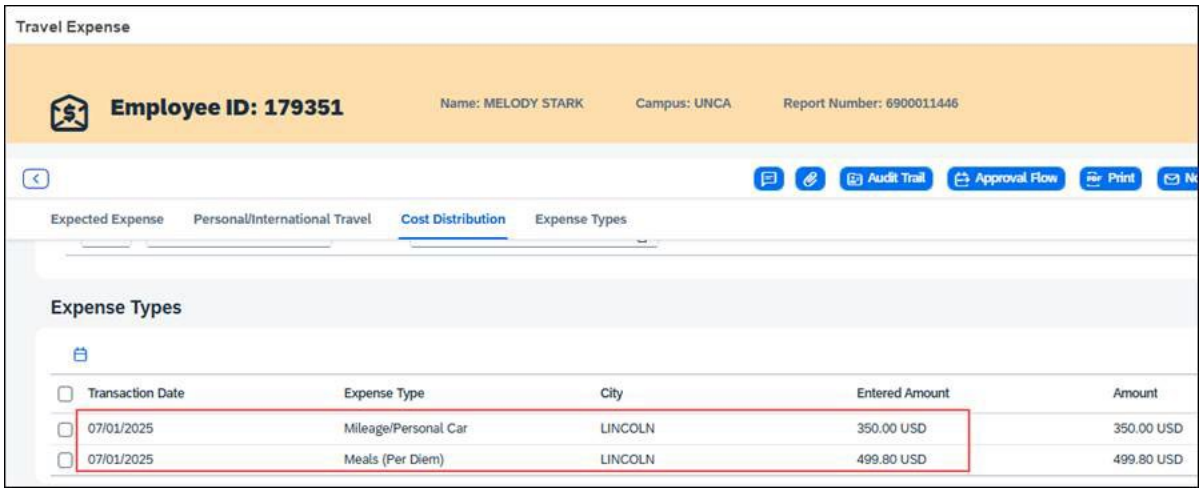
Employee ID: 00179351 **Employee Name:** MELODY STARK **Report Number:** 6900011431

Switch to Approval Log

Name	Travel Process	Approval Step	Action	Log Date	Created by User	Return Reason	Comments
Shannon M Poppe	Travel Request			05/27/2025 09:23:02	SPOPPE		
Timothy A Gibbons	Travel Request	Supervisor	Pending Approval	05/27/2025 10:09:49	WF-BATCH		
Timothy A Gibbons	Travel Request	Supervisor	Mail Approver	05/27/2025 10:09:50	WF-BATCH		
Shannon M Poppe	Travel Request	Supervisor	Pending Approval	05/27/2025 11:51:45	WF-BATCH		
Shannon M Poppe	Travel Request	Supervisor	Mail Approver	05/27/2025 11:51:45	WF-BATCH		
Shannon M Poppe	Travel Request	Supervisor	RETURNED	07/17/2025 11:27:02	SPOPPE	OTHR	Please add your mileage to/from airport.
Melody A Stark	Travel Request	Supervisor	MAIL_EMP_RETURNED	07/17/2025 11:27:04	WF-BATCH		
Shannon M Poppe	Travel Request		MAIL_DEL_RETURNED	07/17/2025 11:27:05	WF-BATCH		

BTA reminders
Travelers may use a WBS to fund a Blanket Travel Authorization (BTA). However, if the WBS is locked the BTA is also locked, and the traveler will have to create a new blanket request.

When creating an expense report against a BTA, delete any expense lines that does not apply to the expense report.



Travel Expense

Employee ID: 179351 Name: MELODY STARK Campus: UNCA Report Number: 6900011446

Audit Trail Approval Flow Print

Expected Expense | Personal/International Travel | Cost Distribution | Expense Types

Expense Types

Transaction Date	Expense Type	City	Entered Amount	Amount
07/01/2025	Mileage/Personal Car	LINCOLN	350.00 USD	350.00 USD
07/01/2025	Meals (Per Diem)	LINCOLN	499.80 USD	499.80 USD

BTA help videos can be found here.
BTA quick reference guides (QRGs):

- BTA Request
- BTA Expense

Upcoming Training

Travel Office Virtual Open House
Every Wednesday during the month of August, the NU Travel Office will host a virtual Open House. Drop in via Zoom to ask questions, get assistance with travel requests, expenses, or learn more about using the booking applications. Open House dates include August 6, August 13, August 20, and August 27. More information can be found in Bridge.

Engine and Firefly Travel Training sessions are available in Bridge.

Eppley Airport Parking Discount
The parking discount with Omaha Eppley Airport has been extended through 2025 for University of Nebraska employees.

- Up to 25% off covered garages (does not include Premier Parking).
- Up to 33% off the south economy lot.

Reserve parking using discount code UN2025 here: https://reservations.parkoma.com. An informational flyer is available here. The discount is available for business and personal travel by University employees.

Note: the reservation must be made twelve hours in advance of parking, reserved using a University email address, and a personal credit card (PCards are not accepted).

❗ *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.

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.

Employees may sign up for the university's travel listserv to receive up-to-date travel information here.