

Travel Requests and Expense Reminders

Lodging Receipt

As Meals Per Diem is based on where you stay overnight while in travel status, it is important to include the lodging receipt on the expense line, even if paid by the university. This is to ensure that the correct per diem is calculated.

Hotel Fees

Additional fees may be added to hotel stays.

- *Booking via Engine:* When booking a hotel via Engine, any resort/hotel additional fees are not prepaid. The traveler will need to pay the additional fee upon checking out of the hotel and submit for reimbursement when travel is completed.
- *International:* Several international hotels are now charging for housekeeping and adding gratuity to their hotel folios. Our per diem includes incidentals for tips, so it is recommended to inquire at check in if the tips and housekeeping will be included in the nightly stay.

Airline Industry News

Southwest Airlines announced the following changes effective on May 28, 2025:

Updates to Checked Baggage Policy

- Southwest will offer two free checked bags to Rapid Rewards® A-List Preferred members and customers traveling on Business Select® fares. Southwest will also offer one free checked bag to A-List Members and other select customers. In addition, Southwest will credit one checked bag for Rapid Rewards Credit Cardmembers. All remaining customers will pay to check the first and second bags, and Southwest will continue to charge for the third and fourth checked bags. Changes will apply to flights booked on or after May 28.

Updates to Fare Bundles

- Southwest is updating the benefits of their fare bundles in phases. Southwest will now offer Basic Economy fares that are non-refundable and cannot be transferred to another traveler. If budget allows, book Anytime fares to receive a full refund if travel plans change and ticket cancellation is needed. Wanna Get Away Plus fares can be transferred and typically only cost \$30-\$100 more than Basic Economy.
- Phase 1: Beginning this month, Southwest increased Rapid Rewards earn ratio on Business Select fares and lowered the earn ratio on Wanna Get Away® and Wanna Get Away Plus™ fares. Southwest will also begin to vary redemption rates across fare products on some high- and low-demand travel periods.
- Phase 2: Beginning May 28, Southwest will introduce a new Basic fare. This new Basic fare will be the lowest price point and will have less flexibility than other fares. Additionally, Southwest will be adding expiration dates to their flight credits, which will vary based on which fare is purchased.

The chart below provides a comprehensive picture of the revised fare products as of May 28, 2025, ranging from most flexible to value-first. Southwest contracted rates will not apply to Basic airfares.

Fare Product Updates as of May 28, 2025.	Business Select	Anytime	Wanna Get Away <i>plus</i>	Basic ¹
Checked bag ²	2 free	\$	\$	\$
Rapid Rewards® points ³	14X fare	10X fare	6X fare	2X fare
Flight credit expiration ⁴	12 mos	12 mos	12 mos	6 mos
Transferable Flight Credit™ ⁵	✓	✓	✓	✗
Refundable ⁶	✓	✓	✗	✗
Changes ⁷	Fare difference	Fare difference	Fare difference	✗
Cancellations ⁸	✓	✓	✓	✓
Same-day change/standby ⁹	✓	✓	✓	✗
Priority Boarding	A1-A15	EarlyBird Check-In® ¹⁰	\$	\$
Free inflight entertainment ¹¹	✓	✓	✓	✓
Priority/Express Lane ¹²	✓	✓	✗	✗
Premium drink ¹³	✓	\$	\$	\$
Inflight internet ¹⁴	✓	\$	\$	\$

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.

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](#).