

Airline News**UNITED** **Mileage Plus**

MileagePlus enrollment for University of Nebraska travelers includes:

- Complimentary access to Economy Plus
- Priority check-in and boarding
- Mileage bonuses
- Complimentary checked bags

Detailed terms, eligibility, and how to enroll in the program can be found [here](#).

Southwest **Tier Accelerator Promotion**

University of Nebraska travelers can earn up to 10,000 Rapid Rewards® bonus points that also count toward tier status when registered. Book through the university's preferred booking tool and fly qualifying flights between 7/18/2025 and 10/31/2025.

Here's how:

- Book and fly two qualifying round trip flights (or four qualifying one-way flights): earn 5,000 Rapid Rewards points
- Book and fly four qualifying round trip flights (or eight qualifying one-way flights): earn 5,000 additional Rapid Rewards points for a total of 10,000 Rapid Rewards bonus points

Register at Southwest.com/2025tieraccelerator. Detailed information regarding this promotion can be found [here](#).

Southwest Airlines is hosting a **travel forum** on Wednesday, October 8th. [Register](#) for the session to discuss travel updates.

American Airlines **New 2025 AAdvantage updates**

American Airlines has new offers for University of Nebraska travelers. From now through October 31, 2025 eligible corporate travelers with status on other airlines can take advantage of a premium status match—plus added perks to elevate their experience.

- Travelers with **AAdvantage Gold® or Platinum® equivalents** will be matched **one tier higher** in the AAdvantage® program
- Travelers with **Platinum Pro® or Executive Platinum® equivalents** will be matched to the **equivalent AAdvantage® tier, plus** receive exclusive **Flagship® Lounge Single Visit Passes**:
 - Platinum Pro® matches receive **two passes**.
 - Executive Platinum® matches receive **four passes**.

Instant Status Pass™ Promotion: Travelers will receive **immediate status for four months**, with the opportunity to extend it through March 31, 2027, by meeting qualifying criteria. Registration must be completed using a work email address by October 31. Detailed information can be found [here](#).

Basic Economy Airline Tickets

If budget permits, it is recommended to avoid booking Basic Economy tickets due to the significant restrictions. These often include:

- *No seat selection in advance*
- *No ticket changes or refunds*
- *Limited or no access to overhead bin space*
- *Boarding in the last group*
- *No upgrades or elite benefits*

Please consider alternative fare options whenever possible to avoid these limitations.

Hotel/Lodging News

The NU Travel Office has negotiated contracted rates for the Omaha hotels listed below.

- [Even Hotel Omaha Downtown – Old Market](#) (available in Engine)
- [Holiday Inn Downtown – Airport](#)
- [Holiday Inn Express & Suites Downtown](#)

The Element Omaha Midtown Crossing

Booking through Engine, University travelers receive a special \$114.00 nightly rate at The Element Omaha Midtown Crossing.

Hampton Inn Medical Center

Hampton Inn, located at 4401 Douglas St in Omaha, is offering special rates for University-sponsored travelers when booked in Engine.

- Introductory rate of \$99 from September 9 – December 31, 2025
- Nightly rate of \$109 from January 1, 2026 through June 30, 2026
- Overnight Parking Fees are currently \$15 per day

Vehicle Rental News

The University of Nebraska has new contract pricing with Hertz Rental Corporation. Rates are only available through the University's booking tool. Rental rates can be found [here](#).

Travel Agency News

Fox World Travel is offering a limited-time promotion to customers now through October 31, 2025:

- Hotel Sourcing: Waived sourcing fee for groups booking a block of 10 or more rooms.
- Ground Transportation: Waived sourcing fee for groups of 30 or more travelers.

Expense Reports: Review Before Submits

Before submitting an expense report, carefully review the reimbursement details using the PDF/Print feature. Please ensure that only the following are listed in the report:

- Items for which reimbursement is being requested
- Items clearly marked as *Paid by University*

The *Amount Due to Employee* reflects the total that will be reimbursed to the traveler. Omit any personal or non-reimbursable expenses to ensure accurate processing.

Upcoming Training

Engine and Firefly Travel Training sessions are available in [Bridge](#).

Reminders

Using the Google Mileage App

When entering addresses into the Google Mileage App on the Firefly Expense report, the pop-up window appears over the Firefly search bar. If experiencing issues, grab and move the mileage calculator pop-up down/away from the search bar. Alternatively, users can reduce the browser window zoom by 10% to 20%.

Travel requests: fully approved prior to travel date

Per University [travel policy](#), travelers should have a fully approved travel request prior to creating travel arrangements/travel commences. Lack of compliance could result in travel expenses being denied reimbursement.

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.

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](#).
