

April 2021 Update

1. Airfare is expected to be booked within Concur or contacting Fox World Travel **after** the travel request has been approved. If booking airfare outside of Fox World Travel, travelers or delegates need to provide Fox the ability to match the fare within 24 hours of booking airfare. Lack of compliance could result in not being reimbursed. Fox World Travel contact information can be found [here](#). Contact Melody at the [NU Travel Office](#) for assistance.
 - Reminder: travel requests (pre-trip authorizations) need to be approved **before** travel and **before** incurring expenses associated with the travel.
 2. Travelers and travel arrangers should use Conferma (company-paid card) when booking hotels within Concur. Please review the reference guide on [booking hotels using company-paid lodging card \(Conferma\)](#).
 - Travelers are encouraged to download and use the [Conferma mobile app](#) to avoid any issues when checking into the hotel.
 - For guests, it may be more practical to print out the Conferma/booking confirmation.
 - If issues arise during the check-in process, contact [Fox World Travel](#).
 3. [Upcoming training sessions](#):
 - April 23: Per Diem Model Overview - From Request to Expense
 - May 4: Concur Training
 - May 5: Per Diem Model Overview - From Request to Expense
 4. Ensure the Concur Mobile App is up-to-date to avoid sign-on issues.
 5. Delta unused tickets: The University currently has 450 unused tickets with Delta Airlines. For those who purchased one of those tickets, unused ticket alerts will no longer appear within a traveler's profile. [Read more...](#)
 6. Resources for One-Day Trip expense reports:
 - **New!** eTutorial: https://ffnews.nebraska.edu/concur/PerDiem_Meals_OneDay.mp4
 - One-Day Trip Meal Calculations: Including Selected Common Destinations [one-day-trip-meal-calculations.pdf \(nebraska.edu\)](#)
 7. **New!** Visiting Personnel will abide by the University per diem model for meals. In order to calculate the meal reimbursement for visiting personnel, use the [Domestic Per Diem Calculation sheet](#).
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