

Posted: April 25, 2022

NU Travel Policy

As a university traveler, it is important to understand the university travel policy before making travel arrangements and traveling. The policy can be found [here](#).

Unused Airline Tickets

Airlines are constantly reviewing policies on unused tickets. The environment continues to be a fluid. For example, United recently announced the information below, it is expected other major airlines will follow.

Ticket validity extended (United Airlines)

Effective immediately, wholly unused tickets purchased between May 1, 2019 and December 31, 2022 are now valid through December 31, 2023. Tickets issued on/after January 1, 2023 will be valid for 12 months from the original ticket-issue date.

Basic Economy flexibility (United Airlines)

Effective for tickets issued beginning April 14, 2022, customers may cancel their wholly unused Basic Economy ticket, and then apply the value toward the purchase of another ticket, less a cancel charge. Check fare rules for eligibility.

Most fares are non-transferrable, meaning if the current ticket holder cannot use the ticket before it expires, the university will be out of pocket for the cost of that ticket. If budget allows, it is highly recommended tickets purchased for guests, speakers, and students are refundable.

Airline Mask Mandate

The mask mandate has been lifted by most airlines: <https://www.npr.org/2022/04/18/1093451075/masks-optional-airlines-travel>

60-Day Deadline for Expense Reimbursement

Per State Statute the 60-day deadline for expense reimbursement cannot be waived. Please submit expenses via Concur in a timely manner.

Changes to Canadian Travel Requirements

As of Friday April 1, 2022 Canada no longer requires **fully vaccinated** travelers to provide a pre-entry COVID-19 test result to enter Canada.

To qualify as a fully vaccinated traveler you must have received a minimum of two doses of a government accepted COVID-19 or at least one dose of the Janssen/Johnson & Johnson vaccine. Having a mix of two accepted COVID-19 vaccines also qualifies as fully vaccinated. The government lists acceptable vaccines and doses on its [website](#).

Upcoming Training Sessions (please check the [training website](#) as dates/times may change)

- May 17 9:30 - 11:30 a.m.
 - June 23 10:00 a.m. - noon
 - July 12 2:00 - 4:00 p.m.
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Conferma for booking hotel reservations

When booking hotel rooms through Concur, travelers may utilize the [Conferma card](#) in lieu of putting charges on a personal credit card. If the hotel does not have the Conferma credit card on file when the traveler is checking in contact [Fox World Travel](#) for immediate assistance.

Recommendations:

- Download the [Conferma app](#)
- Print out the Conferma confirmation email sent from Fox World Travel and take it with you.
- Do not provide a personal credit card for *lodging* when checking into the hotel.
 - Contact Fox World Travel if the hotel asks for personal credit for *lodging*.
 - Personal credit cards may be requested for *incidentals*.
- Upon check-out, confirm your personal credit card has not been charged for *lodging*.

**If booking for a guest, it is highly recommended to provide the Fox Travel contact information if they encounter issues during check in.*

Extended! Discount for Parking at Omaha's Eppley Airfield

University Travelers will receive a significant discount on parking at Omaha's Eppley Airfield now through April 30, 2022.

The discount is available for business and personal travel by University employees. Email the [NU Travel Office](#) for the parking discount code. Note: the reservation must be made twelve hours in advance of parking.

Travel Request Reminder

Only cancel/close a travel request if an expense report has been submitted *and* the traveler has received reimbursement, if it is past the 60-day reimbursement deadline, if the trip is completely cancelled, or if it is a zero-dollar request.

Provide Request ID when booking in Concur

Travelers or travel delegates must provide an *approved* travel request ID when booking travel arrangements in Concur or when calling Fox World Travel.

Personal Days in Expense Reports

If personal travel days are adjacent or in the middle of business travel days, the personal days should be excluded from the expense report reimbursement. Do not use the *Import Itinerary* button, as the itinerary should reflect business days only. For assistance, review the [quick reference guide](#) or contact the [University Travel Office](#).
