




Posted: April 4, 2023

NU Travel News: April 2023

Update to Firefly delegate application

When assigning a delegate within Firefly, the default end date is 12/31/9999. To update an existing delegate, click  (edit) to the right of the delegate name, select *Delegate Travel Entry*, select the *start date*, and a pop-up message will appear. Click  *Ok* and then .



Fox World Travel Update

As of April 1, 2023, if you have a companion traveling with you on University business travel, please contact Fox World Travel at 855-694-4287 to make both reservations. The companion ticket, plus the Fox World Travel transaction fee, will need to be purchased with a personal credit card.

Business Travel with Personal Days

Personal travel is not a necessary *business expense*; travelers will need to demonstrate adding personal travel does not incur additional expense to the business trip.

If an employee wishes to add personal days to business travel, a comparison of expenses must be completed prior to travel and be included in both the travel request and expense report. This includes airfare, hotels, vehicle rental, etc.

Per the State of Nebraska Department of Administrative Services (DAS): *"To be reimbursed, the expense must be a necessary expense, incurred in the line of duty, the reason/purpose of the expense must be clearly stated, all start/stop dates and times must be recorded, and the amount of the expense must be substantiated."*

Why Booking Flights with Fox World Travel is Important

Airlines may create fares tailored to individual travelers on their websites that appear less expensive than fares within the Concur booking tool. Reserving airfare outside of Concur or Fox World Travel may result in the following:

- You will not have access to Fox World Travel's 24/7 support, which compromises the University's ability to fulfill duty of care obligations and means you will have to manage any changes or disruptions to your travel plans on your own.
- Bookings outside of Fox World Travel will not count towards our centralized airline negotiations, resulting in higher fares across the University and the potential loss of company-negotiated benefits and discounts.

- The cost of a canceled ticket purchased outside of the University-contracted travel management company will be the sole responsibility of the Traveler and **will not** be paid for or reimbursed by the University.

Travel training schedule for April 2023

The January training schedule has been posted to the [NU travel website](#).

- Travel policy and booking application overview (1 hour)
 - May 4
- Non-travel expense overview (30 minutes)
 - April 18

Registration is not required.



Discount for Eppley Airport parking extended through 2023

The parking discount with Omaha Eppley Airport has been extended through 2023 for University employees.

- 25% off covered garages
- 33% off south economy lot

Reserve parking using discount code **UN2023** here: <https://reservations.parkoma.com>

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 personal credit card (PCards are not accepted).

HOW TO USE YOUR RESERVATION DISCOUNT

- 1**
Visit reservations.parkoma.com. Select your travel dates and times, add your promo code and search. From there choose your parking location, create an account or sign in. After you pay, add your reservation QR code to your digital wallet on your mobile device.
- 2**
On your day of travel, arrive at the ParkOMA location on your reservation, and scan your QR code at the entrance. Choose a spot and park. **For questions or assistance, please call 402-661-8260.**
- 3**
When you return to Omaha, use the same QR code to exit. A receipt will be emailed to you, or you can also login in to your account to access your receipt to turn in for travel expenses.

Employees may sign up for the university's travel listserv to receive up-to-date travel information [here](#).
