

## August 2021 Update

### New Resource on NU Travel page: Sherpa + American Airlines

Guide safely and confidently through the COVID-19 travel landscape with information and documentation requirements, including entry restrictions and COVID-19 travel requirements for countries around the world. View the webpage [here](#). *Note: this site is sponsored by American Airlines but can be used as a guide for travel with any airline to any location.*

### Updated Concur video tutorials

The [Concur video tutorials](#), with the exception of the mobile app tutorial, have been updated to include the per diem model for meal reimbursement.

### [Upcoming Concur training](#)

- September 16<sup>th</sup> 1:30 – 3:30 p.m.
- October 12 9:00 a.m. – 11:00 a.m.
- December 9 1:30 – 3:30 p.m.



### Reminders

#### Unused tickets

The Travel Office and Fox World Travel worked with American Airlines (AA), Southwest Airlines (SWA), and Delta Airlines (DL) to turn unused tickets into a credit card (UATP) for the entire University to utilize. [Read more>>](#)

#### Conference Rates/Room Blocks

Conferma/Fox World Travel cannot book conference rates as the blocks are held by a third party. For a conference rate, this requires the room to be booked individually by the traveler on the conference website. Traveler will need to use their personal credit card to secure the hotel reservation. Reminder: reimbursements using the Concur expense report can only be submitted **after** travel has occurred.

#### Submitted and Approved Travel Requests

A Concur travel request (pre-trip request) must be submitted **and** approved by the traveler's supervisor and financial approver **for all funding sources** prior to any travel arrangements being created and travel commences.

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