

Posted: August 21, 2023

NU Travel eNews: August 2023

Southwest Perks for University Travelers

University travelers receive added benefits when booking Southwest Airlines through Concur.

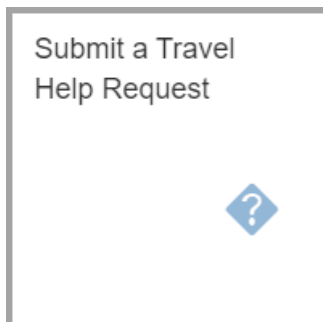
- Tickets are fully changeable.
- Same-day confirmed changes.
- Additional Rapid Rewards® bonus points.

As a reminder, Wanna Get Away Plus™ is not an approved fare class for University of Nebraska travelers.

View more information here: <https://business.southwest.com/universityofnebraska>

Travel Help Tile in Firefly

To better assist with Concur travel and Firefly non-travel questions or issues, please submit a *Travel Help Request* via the tile in Firefly.



Booking Basic Economy: Is It Worth It?

In effort to save money on business travel, travelers often look for the most economical airfare price. When booking travel, be aware of the fare restrictions when selecting basic economy.

- Unable to select a seat, even for a fee – seats will be assigned at check-in.
- “Basic Economy” travelers board last, regardless of frequent flyer airline status.
- Carry-on bags fees vary between airlines *and* a possible fee if bag is too big to fit under the seat.
- Changes or cancelations are not allowed. If a trip is canceled, the value of the ticket is lost.
- If plans change, the value of the ticket cannot be transferred to another University employee.

Rental Car Insurance – It’s Included!

Travelers should decline all insurance offerings when booking rental cars using the University of Nebraska accounts, as it is included with all University bookings. View more information on Car Rental Insurance. Reservations should be made via Concur or by contacting Fox World Travel.

Per [University travel policy](#), travelers are required to have an approved travel request prior to booking any vehicle with Fleet Management.

Travel training schedule

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

- Concur request and expense overview
 - August 22 11:00 – noon
 - September 27 9:30 – 10:30 a.m.

- Non-travel expense overview
 - September 26 11:00 – 11:30 a.m.

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