

Posted: December 5, 2023

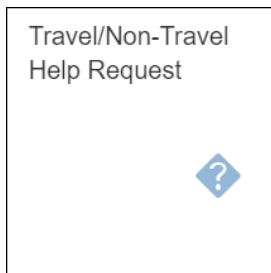
## NU Travel eNews: December 2023

### Reserving Block of Hotel Rooms

When booking a block of rooms at a hotel, be sure to provide the hotel with a PO# at the time the contract is fully executed. Once the event is over, the hotel can send a final invoice that references the PO to [invoices@nebraska.edu](mailto:invoices@nebraska.edu). This process will allow the vendor/hotel to be paid in a timely manner.

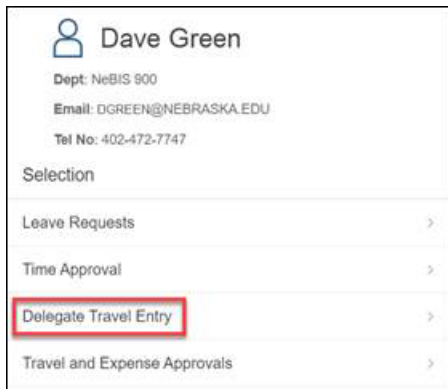
### Travel Help Tile in Firefly

To better assist with Concur travel and Firefly non-travel questions or issues, please submit a [Travel/Non-Travel Help Request](#) via the tile in Firefly.



### Assign Delegate for Non-Travel in Firefly

When assigning a delegate in Firefly, please select *Delegate Travel Entry*. A Quick Reference Guide (QRG) is located [here](#).



### Rental Car Insurance

Travelers should **decline** the insurance option Loss Damage Waiver (LDW)\* when reserving car rentals. View more information on Car Rental Insurance [here](#). Reservations should be made via Concur or by contacting [Fox World Travel](#).

### Discount at Eppley Parking Lots

The Omaha Airport Authority is extending the promotional period for ParkOMA's online parking reservation system now through December 31, 2024. The Omaha Airport Authority is extending the promotional period for

ParkOMA's online parking reservation system now through December 31, 2024. Using the promotion saves 25% on Covered Garage parking and 33% on South Economy parking.

The new code is now active and a University email is required to use this discount. Flyer is available [here](#).



### Travel Training Schedule

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



### Unused tickets

Fox World Travel will be taking the value of any unused airline ticket(s) in a traveler's Concur profile due to expire within the next 60 days and exchanging it for another traveler's airline ticket. The University currently has over \$500k in unused tickets, when these tickets expire the ticket value is lost to the funding department. With this initiative, the original ticket owner will retain most of the value of the unused ticket minus a transaction fee.

Please contact the [NU Travel Office](#) with questions regarding this initiative.

### Non-Travel Expense Reports: Delegates

When entering a non-travel expense report in Firefly as a delegate, you must first **save** the report prior to notifying the employee. Saving the expense generates the report ID and populates the approval flow.

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

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