

July 2021 Update

1. [International travel insurance](#)

University international travel insurance is managed by AIG Travel Protector Insurance. This provides coverage for travel inconveniences, security issues or medical emergencies while traveling internationally, as well as medical evacuation coverage for travel to Hawaii/Alaska.

If a traveler is adding on personal (sojourn) days to their University-sponsored trip or is traveling with a companion who will be sharing the same accommodations, the traveler and the companion **must** purchase coverage for their personal (sojourn) days. This is **required** and at an additional cost to the traveler. *The companion must purchase insurance for the entire duration of the trip; employee is only required to purchase insurance for personal (sojourn) days.* The cost is \$1.55/day for international travel and \$0.70/day for Hawaii/Alaska travel and can be purchased at the [eMarket for International Personal Travel Insurance](#). Personal (sojourn) days are defined as any full-day for which travel costs are not reimbursable to the traveler by the University.

Additional information can be found [here](#) or by contacting a campus Global Affairs Office. Students should contact their Education Abroad Office for details.

2. **Fox World Travel: Back to travel reference guide**

A new return-to-travel guide has been released by Fox World Travel. The guide can be found [here](#).

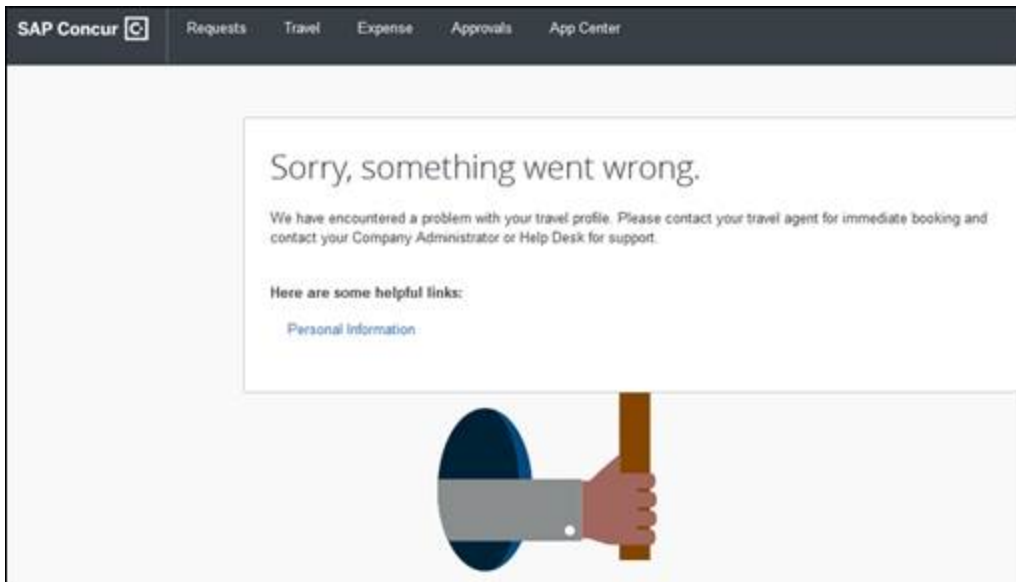
3. **Manually enter expense Itinerary - do not upload airline itinerary**

An expense itinerary should indicate the location **where the traveler stayed overnight**, not the city of the airport. Do not import or manually type in the airline itinerary. This may impact the traveler's per diem rate for meals and campus accounts payable/payment services will return the expense reports for edits, delaying reimbursement.

Refer to the [Itinerary Stops for Expense Reports](#) quick reference guide for detailed information.

4. **Dormant Concur accounts**

If a user has not accessed Concur in months, the account may have gone dormant and display the error below. To resolve this issue from within Concur, go to **Profile Settings** and click on any **save** button to refresh the profile.



5. **Government ID must match travel arrangements**

If a traveler's government ID does not match their university name, all travel arrangements must be called into Fox World Travel. The traveler must advise Fox World Traveler the name on the airline ticket must match their government ID.

6. **Reminder – 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>>](#)

7. **[Upcoming Concur training](#)**

- August 10th from 10:00 a.m. – noon
- September 16th 1:30 – 3:30 p.m.