

NU Travel eNews: July 2023

Migration to New Listserv

The University of Nebraska System is using a new listserv provider called Mailman. All listservs including the NU Travel list were migrated to the new system. If users are not receiving email notifications from the NU Travel office listserv, instructions to sign up are located [here](#).

New Video: Using the Concur Booking Application

Fox World Travel created a helpful video on using the booking application in Concur. The video can be found on the [Fox World Travel](#) page of the NU Travel website or by using this URL: <https://nebraska.edu/-/media/projects/unca/docs/travel/travel-resources/tip-sheets/video1816706221.mp4>

Visiting Personnel Misc Expense Form

Expenses incurred by visiting personnel, undergraduate students, or anyone who does not have access to the University expense tools in Concur or Firefly can be reimbursed by using the [Visiting Personnel Misc Expense form](#) located in SAPHIRE. Completed forms should be submitted in either eSHOP or SAP, as applicable by campus.

Travel Training for July 2023

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

- Travel policy and booking application overview (1 hour)
 - July 18 10:00 – 11:00 a.m.
- Non-travel expense overview (30 minutes)
 - July 26 9:30 – 10:00 a.m.

Redway Airlines at Lincoln Airport

Redway is a new airline available at the Lincoln Airport; please contact Fox World Travel directly for reservations. Redway does not have daily flights to and from Lincoln, so unexpected schedule changes may result in a delay of several days of travel.

Redway offers two fare options: Basic and Go Light. Both fare options are available to book.

Basic ⓘ	Go Light ⓘ
<p>Go-Basic!</p> <p>Seat Selection - Included</p> <p>Select certain seats near the back</p> <p>Personal item - Included</p> <p>Carry-On Bag - \$25 Each Way</p> <p>1st Checked Bag - \$25 Each Way</p> <p>additional baggage can be added for a fee</p> <p>Preferred Boarding - \$25 Each Way</p> <p>Unlimited Flight Changes - \$50 per change plus any fare difference</p> <p>Refund/Cancellation Policy:</p> <p>25% admin fee of the entire reservation value is charged</p> <p>Refunds must be requested at least 24 hours prior to departure</p>	<p>Go-Light!</p> <p>Seat Selection - Included</p> <p>Select seats from row 18-32</p> <p>Personal item - Included</p> <p>Carry-On Bag - Included</p> <p>1st Checked Bag - \$25 Each Way</p> <p>additional baggage can be added for a fee</p> <p>Preferred Boarding - \$15 Each Way</p> <p>Unlimited Flight Changes - Only pay the Fare Difference!</p> <p>Refund/Cancellation Policy:</p> <p>25% admin fee of the entire reservation value is charged</p> <p>Refunds must be requested at least 24 hours prior to departure</p>



Review Returned Expense Reports

Please review travel expense (Concur) and non-travel expense (Firefly) for any reports that may have been returned by an approver or Payment Services. It is highly recommended to review, correct and resubmit reports for travel completed by June 30 or non-travel expenses that were incurred on or before June 30 to allow for audit and posting to FYE 2023. Reports received by Payment Services by 10:00 a.m. on Friday, July 14th may not get posted in FYE 2023.

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