

## June 2021 Update

1. Beginning July 1, 2021, travelers will see changes to the transaction fees charged for their business travel. Travelers are expected to utilize the Concur booking tool for all reservations, including international flights, as it is the most economical choice. [Read more>>](#)
2. When creating an expense report from a **Blanket Travel Authorization (BTA)**, single day trips have to be a separate expense report from any multiple day trips. These two expense types cannot be combined on the same expense report. Contact the NU Travel office for questions or assistance.

### 3. NU Travel Policy

Reminder that travelers should be familiar with the [NU Travel Policy](#); *lack of compliance could result in denied reimbursement*. Notable sections include:

- Airline reservations should be booked through Fox World Travel. If booking through an outside source, per University policy:
  - *Travelers wishing to purchase and make their own domestic air travel arrangements outside the University- contracted travel management company **must submit proof of comparable, less expensive airfare** (including all airfare-related fees, such as taxes, airport fees, University-contracted travel management company fees, baggage fees, or other costs impacting the comparison) from a reputable travel booking site and note the source of funding to be used for the booking. These comparisons must be completed **on the same day to ensure price accuracy**. Booking outside of our University-contracted travel management company should rarely occur since our travel management company has a guaranteed price match process.*
    - ! *International flights are expected to be booked through the University-contracted travel management company. Travelers may book international travel outside of the University-contracted travel management company only when specific, required flights, such as those within an international country, are not available through the University-contracted travel management company.*
- Approved travel requests within Concur are **required** prior to booking any travel arrangements. Some campuses may have additional approval guidelines; however travelers must adhere to the NU policy.

For questions regarding the travel policy, contact the NU Travel Office.

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4. [Conferma for Hotel Reservations](#)

It is recommended travelers download/utilize the [Conferma app](#) for hotel reservations. Hotel confirmation is required at check in. If experiencing issues with the Conferma reservation, contact [Fox World Travel](#) as soon as possible. Do not provide a personal credit card for room and lodging, otherwise it could result in double billing.

5. [Unused airline tickets: American, Southwest, and Delta](#)

The Travel Office and Fox World Travel worked with American Airlines, Southwest Airlines, and Delta Airlines to turn unused tickets into a credit card (UATP) for the entire University to utilize. Unused ticket alerts will no longer appear within a traveler's profile. Credit will be posted to the corresponding cost center for the value once those funds are used by another University traveler booking through those airlines. For questions regarding unused tickets, contact Melody Stark with the NU Travel Office.

6. A link to current [CDC guidelines](#) on returning to travel has been add to NU travel home page.

7. [Global Guardian Air Ambulance](#)

University employees can purchase coverage for personal use, benefiting from the negotiated rate of \$195 for an individual or family. After selecting the individual or family plan during enrollment, use the corporate code **UNMC** to get the \$195 rate. \*Note: this is open to all employees, no matter the campus affiliation.

8. [Upcoming Concur training sessions](#)

- July 14<sup>th</sup> from 2:00 – 4:00 p.m.
  - August 10<sup>th</sup> from 10:00 a.m. to noon
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