

NU Travel eNews: June 2023

Airline Issues or Changes: Contact Fox World Travel

In the event of an airline issue, please contact [Fox World Travel](#) immediately for assistance. They are available 24/7 and can assist with canceled flights and other unexpected changes.

Why Booking Flights with Fox World Travel is Important

Airlines may create fares tailored to individual travelers on their websites that appear less expensive than fares within the Concur booking tool. Reserving airfare outside of Concur or Fox World Travel may result in the following:

- You will not have access to Fox World Travel's 24/7 support, which compromises the University's ability to fulfill duty of care obligations and means you will have to manage any changes or disruptions to your travel plans on your own.
- Bookings outside of Fox World Travel will not count towards our centralized airline negotiations, resulting in higher fares across the University and the potential loss of company-negotiated benefits and discounts.
- The cost of a canceled ticket purchased outside of the University-contracted travel management company will be the sole responsibility of the Traveler and **will not** be paid for or reimbursed by the University.

Helpful Hints: Concur Travel

- To view returned employee expense reports in Concur go to the Manage Expenses page and change the view from "Active" reports to a "Date Range". If a report is returned, view the comments to act on the report and resubmit it. *Note:* A 60-day exception may occur. To correct the exception, the traveler/delegate must save each expense line on the report before submitting. Contact the NU Travel Office for assistance.
- When the business purpose of travel is to attend a conference, be sure to attach a conference agenda. Review this [reference guide](#) for assistance on how to attach the agenda to the header of the expense report.
- When claiming mileage, enter the exact point-to-point addresses for all stops into the mileage calculator. Review this [reference guide](#) for assistance.

Helpful Hints: Firefly Non-Travel Expense

Non-travel expense reporting has been available in Firefly for six months. Review the [quick reference guides](#) for assistance.

Airline Spotlight: Delta Airlines

Becoming a Delta Airlines Frequent Flyer member provides advantages like free Wi-Fi. If you are currently an American Airlines Advantage member, Delta will match your status. Contact the Travel Office for details.

Being partners with Delta, they offer the following when booking via Concur or Fox World Travel:

- Preferred seating
 - Priority Service Recovery
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- Priority Stand by
- Priority boarding
- Denied boarding priority

Reminders

State Statute: 60-Day reimbursement deadline for expenses

[Nebraska state statute 81-1174](#) imposes a deadline on the submission expense reimbursements:

- Travel expenses must be submitted by the traveler within sixty (60) days after the last day of travel.
- Non-travel expenses must be submitted no later than sixty (60) days from the date on which expenses were incurred.

Expenses submitted past this deadline cannot be reimbursed by the university.

NU Travel Website

Please utilize the [NU Travel website](#) for helpful information:

- Booking travel
- Quick reference guides and tip sheets for Concur request/expense and Firefly [non-travel expense](#)
- International travel insurance
- Enterprise/National car rental
- Fox World Travel contact information

To stay on top of travel news, it is recommended to sign up for the [NU Travel Listserv](#).

Travel training schedule 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.

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