

March 2021 Update

Per Diem Update

- Concur is working as expected regarding the new per diem model for meals. Meals (including tip) is no longer an available expense type when creating an expense report. Refer to the Quick Reference Guides (QRGs) listed below for guidance:
 - [Per Diem and Meal Expenses Frequently Asked Questions](#)
 - [Per Diem Meals with a Travel Request](#)
 - [Per Diem for Meal Expenses](#)
 - [eTutorial: Per Diem for Meal Expenses \(Multi-Day Trip\)](#) [1 min, 46 sec]
- Change to the *One-Day Trip* expense reports: the traveler will have to input the expected reimbursable amount(s) based on the meal calculation QRG listed below.
 - [Expense Report for One-Day Trip](#)
 - [One-Day Trip Meal Calculations: Including Selected Common Destinations](#)
 - eTutorial: Per Diem for Meal Expenses (One-Day Trip) *Coming soon*

Travel Policy

Recent edits/adjustments have been made to the January 1, 2021 Travel Policy and is currently under review. The final version will be posted at a later date.

Travel Industry News

Most major airlines have eliminated change fees (excluding Basic Economy fares) for airline tickets originating in North America. American Airlines is the only major airline that has eliminated the change fee for the basic economy type fare. Southwest continues to not charge a change fee on any of their fare types.

New U.S. Testing Requirement: Effective January 26, 2021, the CDC requires all customers ages 2 and up traveling to or connecting through the U.S. to have proof of a negative COVID-19 test taken within 3 days before departure and sign an attestation. Review the [full requirements](#).

- Delta Airlines will be returning to Lincoln later this spring. Service was suspended from Lincoln last year because of the coronavirus pandemic, but Delta will resume service to Minneapolis on May 26 with two flights a day.
 - Southwest Airlines has announced [fourteen new destinations](#), including Chicago, O'Hare. They will have an additional three cities by the end of 2021. As a reminder a cost advantage with Southwest is that they do not charge a fee for the first two checked bags.
 - American Airlines will be offering one free checked bag for their long-haul international destinations.
 - United Airlines now has a [travel center page](#) to help ensure travel planning goes as smooth as possible by providing up-to-date travel restrictions.
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UNO Article: The Future of Flight in a Post-COVID World

Am I safe to fly? Will vaccines be required to travel internationally? Associate Professor of Aviation Becky Lutte, Ph.D., answers frequently asked questions about what's next for airlines. Read article [here](#).

Upcoming Overview Sessions

Per Diem Model Overview: From Request to Expense. Learn how to create a travel request and expense report using the new per diem model for meals.

- Tuesday, March 23 1:00 – 3:00 p.m.
- Wednesday, March 31 10:00 a.m. – noon
- Tuesday, April 6 9:30 a.m. – 11:30 a.m.

Information regarding these sessions are posted on the [NU Travel training events webpage](#).
