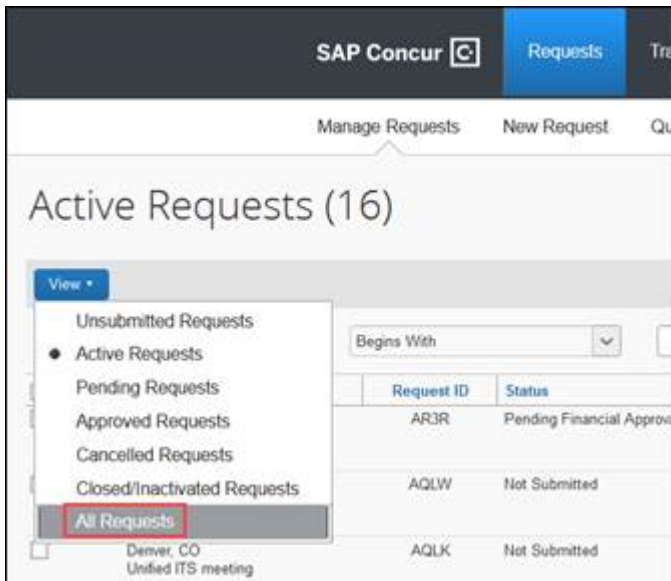


May 2021 Update

1. Reminder: per the University travel policy, travelers must have an **approved** travel request prior to making any travel arrangements for the trip.
2. [Upcoming Concur training sessions](#)
 - June 8th from 10:00 a.m. to noon
 - July 14th from 2:00 – 4:00 p.m.
 - August 10th from 10:00 a.m. to noon
3. **Viewing all travel requests**
To view all travel requests, users can click on the **View** button from the *Manage Requests* screen and select **All Requests**.



4. **Editing a submitted travel request**
A traveler or delegate can **recall** a travel request if it has not yet been through the approval process (approved by financial approver). To recall, open the request and click **Recall**. Note: once a travel request has been **approved**, it cannot be recalled for edits.
5. **New quick reference guide (QRG)**
A new QRG has been added to the travel help site: [Create an Expense Report with Personal Travel Days](#)
6. **Shortage of rental vehicles**
Due to multiple reasons (reduction in fleet, international shortage of semi-conductors, longer rental periods, and leisure travel demands) there is a nationwide shortage of rental cars. The NU Travel Office recommends booking a rental car at least 10 days in advance. Expect longer wait times at the destination cities. If a vehicle is reserved through Concur or with our Travel Management Company, Fox World Travel, please contact Fox World Travel if any issues arise. They are available 24/7.

7. Personal/companion travel booking no longer available in Concur

As of January 1, 2021 the ability to book personal or companion travel through the Concur application is no longer available. Travelers can **call** Fox World Travel to book personal or companion travel through Fox World Travel's vacation reservation team. Note: there is a transaction fee.

8. Conference Rates/Room Blocks

Conferma/Fox World Travel cannot book conference rates as the blocks are held by a third party. For a conference rate, this requires the room to be booked individually by the traveler on the conference website.

9. [American Airlines and Southwest Airlines Unused Tickets](#)

The Travel Office and Fox World Travel worked with American Airlines (AA) and Southwest Airlines (SWA) to turn unused tickets into a credit card (UATP) for the entire University to utilize. Unused AA and SWA 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 using AA or SWA. For questions regarding unused tickets, contact Melody Stark with the NU Travel Office.
