

NU Travel News November 2021

Booking leisure travel with Fox World Travel

Although leisure/vacation travel cannot be booked within the Concur application, employees can contact Fox World Travel and request to speak to a leisure/vacation travel agent. There is a transaction fee to utilize Fox World Travel for leisure/vacation travel. Visit the Fox World Travel [website](#) for a live chat or online form.

- Traveler must advise the agent if travel is for leisure or business travel
- Must be a university employee calling and able to provide a university email
- Guest or family members cannot contact Fox directly

Indicate Meals Provided


On multiple-day trips, travelers are eligible for all meals no matter what time they begin and end travel status. However, travelers are required to indicate when a meal is provided by an outside source. Any meal that is provided shall be deducted from the daily Per Diem Rate. Examples include:

- meals included in conference fee
- meals provided by hotel
- meals purchased by 3rd party

Book Airline Reservations Through Concur

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.*

Contact the [NU Travel Office](#) for the process of reserving flights outside our agency prior to reserving any travel arrangements. Lack of timely comparison could result in denial of reimbursement.

Upcoming Training Sessions

- December 9 1:30-3:30 p.m.
- January 18 10:00 a.m. - Noon
- February 10 2:00 - 4:00 p.m.



Unused airline tickets

The Travel Office and Fox World Travel worked with American Airlines (AA), Southwest Airlines (SWA), and Delta Airlines (DL) to turn unused tickets into a credit card (UATP) for the entire University to utilize. Unused tickets for United Airlines are currently being processed and are no longer available in traveler profiles. [Read more>>](#)

Pre-trip Request

All Travelers are required to submit a Pre-Trip Request prior to each separate Travel Status instance, *except when using a Blanket Travel Authorization (BTA)*. The Pre-trip Request must be approved before travel arrangements are created, and travel commences. This includes Travel Status trips with no associated business expenses to the Traveler or University. The only exception to this Pre-Trip Request requirement is Travel Status trips that are between campuses (NCTA, UNCA, UNK, UNL, UNMC, and UNO) and/or other locations owned by the University (i.e., teaching, research, and Extension offices) with no related expenses or reimbursements to be paid by University Funds or University-Managed Funds. Lack of compliance could result in travel expenses being denied reimbursement.

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