

NU Travel News October 2021

New per diem rates for meal as of October 1

The GSA per diem meal reimbursement rates have been updated as of October 1, 2021. Concur will *automatically* calculate multi-day meal reimbursement rates per the dates of travel. The [One-Day Trip Meal Calculations](#) guide has been updated with two charts: one for travel prior to October 1; another for travel on or after October 1. **Note:** *charts have been updated to reflect the correct reimbursement amounts.* Additional information on per diem for meals can be found [here](#).

Enterprise Rentals

The Enterprise nationwide policy states vehicle pickups/returns need to happen during normal hours of operation. Please schedule pickup and return times accordingly. Note: some branches may offer to charge a “jump start fee” in lieu of the daily rate as a courtesy to the renter.

United States opening to vaccinated foreign travelers November 8

The United States has announced that all vaccinated foreign travelers may enter the United States on November 8. This applies to both international air travel and land borders with Mexico and Canada.

Change Flights within Concur

When changing airline reservations booked through Concur/Fox World Travel, please contact Fox via phone or online chat to make any updates. This will ensure contracted pricing is honored, providing savings to the traveler and ensuring Duty of Care. Per University travel policy, all airline reservations are expected to be booked through Concur.

Unused Group Airline tickets

The Travel Office was recently informed by *Travel and Transport* that several group airlines tickets were cancelled due to COVID. These tickets were not transferred over to our new agency, *Fox World Travel*. If you have an unused airline ticket that was part of a group reservation, contact the Travel Office for more details.

[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.

REMINDER 

Conferma for booking hotel reservations

When booking hotel rooms through Concur, travelers may utilize the [Conferma card](#) in lieu of putting charges on a personal credit card. But what happens if the hotel does not have the Conferma credit card when the traveler is checking in? Immediately contact [Fox World Travel](#).

Recommendations:

- Download the [Conferma app](#)
- Print out the Conferma confirmation email sent from Fox World Travel and take it with you.
- Do not provide a personal credit card for *lodging* when checking into the hotel. Contact Fox World Travel if the hotel asks for personal credit for *lodging*.
 - Personal credit cards may be requested for *incidentals*.
- Upon check-out, confirm your personal credit card has not been charged for *lodging*.

Booking international travel

Per University [policy](#), international travel is expected to be booked through Concur.

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>>](#)

Vehicle Rentals

Due to the limited number of vehicles available nationwide, please ensure the following when making a car reservation:

- Verify that your Concur profile has a phone number and email address.
- If your plans change, be sure to update your pickup time. If you do not, there may not be a car available when you arrive.
- If your trip is cancelled, be sure to cancel the car reservation. Enterprise is seeing many no-shows.

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