

Posted: October 4, 2023

NU Travel eNews: October 2023

Unused tickets

Fox World Travel will be taking the value of any unused ticket(s) in a traveler's Concur profile due to expire within the next 60 days and exchanging it for another traveler's airline ticket. The University currently has over \$500k in unused tickets that could potentially expire, resulting in a loss to a department's cost object. With this initiative, the original ticket owner will retain most of the value of the unused ticket minus a transaction fee.

Please contact the [NU Travel Office](#) with questions regarding this initiative.

Hotel Updates

- The University of Nebraska now has a negotiated rate of \$142 per night at the Embassy Suite, in downtown Omaha. The rate is available via the Concur booking tool.
- Lincoln has a new hotel property, the Residence Inn, that opened as of September 28, 2023. The NU Travel Office is currently working on a negotiated rate for travelers.

Airline Updates

Southwest Airlines Incentive

Southwest is offering an A-List Preferred promotional status if registering October 2 – November 2, 2023. For more information and how to register, click [here](#).

Delta: Changes to SkyMiles Accounts

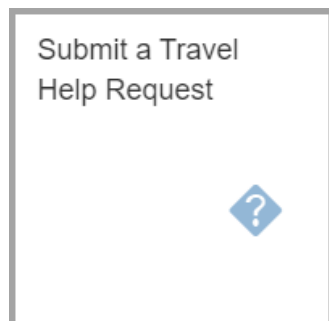
Delta continues to evaluate and enhance our SkyMiles Program based on customer feedback to remain the industry's premier loyalty program and deliver a consistently exceptional experience for our corporate customers.

- Simpler Status Tracking
- More Ways to Earn Status
- Improving Delta Sky Club Experience

Read more regarding Delta SkyMiles [here](#).

Travel Help Tile in Firefly

To better assist with Concur travel and Firefly non-travel questions or issues, please submit a [Travel Help Request](#) via the tile in Firefly.



60-day Reimbursement Deadline Begins on Last Day of Business Travel

If a trip includes personal travel at the end of the business travel, the 60-day expense deadline begins on last day of *business travel*. Be sure to submit your expense reports prior to that date, as the 60-day deadline is a Nebraska State Statute and cannot be waived.

Non-Travel Expense Reports: Delegates

When entering a non-travel expense report in Firefly as a delegate, you must first save the report prior to notifying the employee. Saving the expense also generates the report ID and populates the approval flow.

Travel Training Schedule

The training schedule has been posted to the [NU travel website](#).



Approved Travel Request Required Prior to Booking or Travel

Per the [NU Travel Policy](#), a traveler must have an approved travel request prior to booking any travel or before actually going on the trip.

Verify Email in User Profile

All travelers should have a verified email address in their Concur profile. Without a verified email, travelers may not receive booking emails, or notifications, or may be denied access to Concur. Instructions to add and verify an email in Concur is located [here](#).

Discount for Eppley Airport parking extended through 2023

The parking discount with Omaha Eppley Airport has been extended through 2023 for University employees.

- 25% off covered garages
- 33% off south economy lot

Reserve parking using discount code **UN2023** here: <https://reservations.parkoma.com/en/>

The discount is available for business and personal travel by University employees. *Note:* the reservation must be made twelve hours in advance of parking, reserved using a University email address, and personal credit card (PCards are not accepted).



HOW TO USE YOUR RESERVATION DISCOUNT

- 1** Visit reservations.parkoma.com. Select your travel dates and times, add your promo code and search. From there choose your parking location, create an account or sign in. After you pay, add your reservation QR code to your digital wallet on your mobile device.
- 2** On your day of travel, arrive at the ParkOMA location on your reservation, and scan your QR code at the entrance. Choose a spot and park. **For questions or assistance, please call 402-661-8260.**
- 3** When you return to Omaha, use the same QR code to exit. A receipt will be emailed to you, or you can also login in to your account to access your receipt to turn in for travel expenses.

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