

## September 2021 Update

### Return to Travel Resources

Return to travel resources have been published on the [NU Travel home page](#), including Fox World Travel resources for pre-travel, during travel, and post-travel tools.

### International Travel VISA's and other documentation

All travelers are responsible for ensuring proper documentation is obtained prior to international travel. Refer to the NU Travel Program [international resources page](#) for links to international travel requirements.

### Decommission of Hotels.com

The use of Hotels.com via the Booksmart website is no longer available. University travelers are encouraged to use Concur for booking hotel arrangements. Travelers are free to utilize other travel websites, however, will be required to use personal credit cards. Reminder: travelers cannot be reimbursed for out-of-pocket expenses until after travel has ended.

### 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 [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*.

[Upcoming Concur training](#) (check the website prior to training for Zoom details and any changes to date/time)

- October 12 9:00 – 11:00 a.m.
- December 9 1:30-3:30pm



### Booking international travel

Per University policy, international travel is expected to be booked through Concur.

### Unused 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>>](#)

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