

NU Travel eNews: April 2024

Transition to Firefly Travel (Request and Expense)

Expense reports for Concur travel requests need to be submitted as soon as possible, as Concur Requests and Expense will be decommissioned on June 15, 2024.

- The process for booking air, hotel, and car rentals will remain in Concur, the tool used by the university's travel management company. **Do not cancel or reschedule reservations for airfare, car, or hotel.**
- Approved travel requests in Concur for future travel after April 15, 2024, need to be recreated in Firefly (this needs to be done by the traveler or a delegate – it is not an automated process).

A detailed Q&A is posted on the [University's website](#). Faculty and staff with additional questions may contact the University of Nebraska's Travel Office through an [online form](#) or by emailing traveloffice@nebraska.edu.

The Scarlet Hotel

[The University of Nebraska has partnered with the Scarlet Hotel in Lincoln](#) on a negotiated rate. The rate is only available when booking through Concur. For groups of ten or more, please contact the hotel directly.

Assigning a Delegate

Employees can assign a delegate to prepare non-travel expense reports, travel requests, and expense reports; however, only the employee can submit on their behalf. When assigning a delegate, select *Delegate Travel Entry*. Note: if an employee was mistakenly assigned as a *Travel and Expense Approver*, please delete the entry; otherwise, the delegate will receive approval notifications instead of the approver. Both a [quick reference guide](#) and [video](#) are available for this feature.

Firefly Travel Tips:

- When traveling to Washington DC, select *District of Columbia* from the state drop-down menu and enter *District of Columbia* in the city field.
 - If not seeing the *Calculate Amount* button on meals per diem, collapse the Firefly left menu (click on three horizontal lines at the top left) or reduce the browser zoom.
 - Approved requests in Firefly can be recalled, edited, and resubmitted.
 - Domestic travel: one day before the start date.
 - International travel: 15 days before start date.
 - Adding Conference Attendee/Participant expense type in a travel request requires an agenda (attachment) and dollar amount.
 - Travelers can attach a screenshot of the conference agenda or dates.
 - If attending a no-cost conference, enter "Reg/Conf Fees-Paid By" expense type and enter \$1.00.
 - If traveling to a multi-day event and return home each night instead of incurring nightly lodging, the pre-trip request needs to be a blanket request (BTA) to claim Meals One-Day per the University travel policy:
 - Breakfast: if the departure time is at or before 6:30 a.m.
 - Lunch: reimbursement not allowed.
 - Dinner: if return time is at or after 7:00 p.m.
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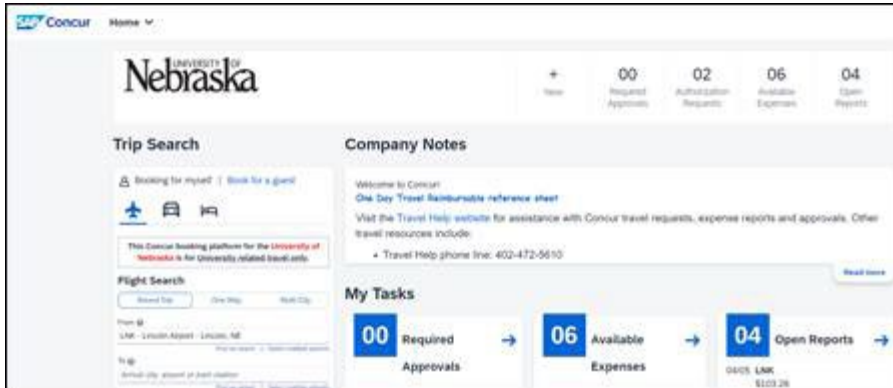
Travel Videos


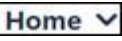
To assist with the new Firefly travel application, four videos have been created.

- Blanket Travel Authorization (BTA) Request: https://ffnews.nebraska.edu/travel/BTA_Request.mp4
- Blanket Travel Authorization (BTA) Expense: https://ffnews.nebraska.edu/travel/BTA_Expense.mp4
- International Travel Request with Personal and/or Companion Travel: https://ffnews.nebraska.edu/travel/REQ_INTL.mp4
- Assigning a Delegate: https://ffnews.nebraska.edu/travel/Assign_Delegate.mp4

Concur Changing Design Theme

The Concur interface/design has changed. Even though Requests and Expenses are now submitted via Firefly, the new design will affect the Concur Booking Tool, which is managed by Fox World Travel.



To act on a traveler's behalf, click the profile icon  at the top right. To locate requests and expenses, click the *Home* dropdown menu .

Fox World Travel: Live Chat Support

Fox World Travel provides a live chat within Concur booking tool to support University travelers. Detailed information can be found [here](#).

Travel Training Schedule

The training schedule has been posted to the [NU travel website](#). Firefly travel training information can be found in [Bridge LMS](#).

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