

Engine (Hotel Booking)

Engine is the preferred hotel booking platform for the University of Nebraska System, providing access to a wider selection of hotels and exclusive rates at or below GSA, both in Nebraska and nationwide.

In addition to individual room reservations, Engine also specializes in team/group reservations, allowing requesting, planning, and tracking of large or complex bookings. Group criteria include either bookings that require eight or more rooms or extended stays lasting 30+ consecutive days.

To book a hotel, from within the Travel and Expense Reporting tile in Firefly, click on Engine. Further instructions can be found [here](#).

Key Points:

- Bookings can be made up to 365 days in advance to ensure availability and the cheapest possible rates from hotel partners
- Engine is working with the travel team to negotiate rates directly with properties offered exclusively to University travelers; keep an eye out for these confirmed rates by clicking the "UNE Negotiated" filter when searching.
- Engine offers the ability to book using Direct Bill so that you can charge the University directly for your business travel instead of your personal or business card.
 - Note: if using a personal credit card, it will be charged immediately.
- Engine offers the ability to pass through Hotel Loyalty points, such as Marriot Bonvoy or IHG Rewards, if the traveler selects a purple loyalty eligible room upon check-out.

Helpful Hints:

- It is recommended to use the Direct Billing option to avoid charges on a personal credit card. If using a personal credit card:
 - Immediate charges will be billed to the card.
 - Taxes will be added to the final bill.
- Travel delegates need to be set up as coordinators in Engine to book for others. To request coordinator access, log into Engine to establish your profile (if you haven't already), and submit the [travel help form](#).
- Dates for Engine training sessions for travelers and coordinators can be found in [Bridge](#).

Department of Transportation (DOT) News

Canceled or significantly changed flights: refunds are due if a flight is canceled or significantly changed, and the passenger cannot accept alternative options. Refunds are made to the original form of payment. Contact Fox World Travel for assistance with these options.

Significant changes include:

- *Flight Cancellations:* If your flight is canceled, you will receive an automatic refund.
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- *Delays or Time changes:* Refunds will be issued if there is a delay, or departure or arrival times have changed at least 3 hours for domestic flights or 6 hours for international flights.
 - American Airlines (10/28/24) allows refunds for changes to itinerary of 3 or more hours domestic / 4 or more hours international.
 - American Airlines allows refunds for flight delays of 90 minutes or more.
 - United Airlines allow a refund on a ticket for a qualifying disruptions and no-show a disrupted flight. No-show tickets would not be eligible for rebooking.
 - United the term delay includes schedule changes and IRROPS.
- *Additional Stops:* If an extra stop is added to your itinerary, you are eligible for a refund.
- *Change in Airports:* If your origin or destination airport is changed, you will get a refund.

Eppley Airport Parking Discount

The parking discount with Omaha Eppley Airport has been extended through 2025 for University of Nebraska employees.

- Up to 25% off covered garages (does not include Premier Parking).
- Up to 33% off the south economy lot.

Reserve parking using discount code UN2025 here: <https://reservations.parkoma.com>. An informational flyer is available [here](#). 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 a personal credit card (PCards are not accepted).

Industry-Wide Travel News

Electronic Visa Program (ETA)

NEW Electronic Visa program (ETA) will be required for travelers going to the UK *and* for those connecting through any UK airport. The program goes into effect on *January 8, 2025*, for those with U.S. passports. The full list of those holding passports from other countries can be found [here](#).

- Visas can be purchased through the [UK government site, using the UK ETA app](#), or purchased through the Fox World Travel partner [CIBT Visas](#). While there is no discount currently available, it is a great solution to store all visa and passport information in one location for any future international trips. Client login for CIBT Visas is in the upper right of the home page is foxworldtravel (no spaces).
- Passports must not expire within 6 months of the return date of the trip, and the visa requires at least 4 blank pages in the passport.

Passport Renewals

- NEW as of September 18, 2024: US passport holders can renew their passport [online](#). The process takes 4-6 weeks. CIBT Visas also offers passport renewal at a discount using the foxworldtravel code (excludes expedited services).

Airline Ticket Cancellation and Void Policies


- *24-Hour Cancellation Policy:* U.S. Department of Transportation regulations require airlines to allow passengers to cancel a ticket within 24 hours of booking for a full refund, provided the ticket was booked at least 7 days before the scheduled departure.
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- *After 24-Hours:* If the 24-hour window has passed, cancellation fees may apply, and in most cases, non-refundable tickets will not be refunded but may be eligible for future travel credit.
- *International Airlines:* Foreign carriers have different rules, including specific deadlines for cancellations. Always check the airline's terms and conditions at the time of purchase.
- *Refundable vs Non-Refundable Tickets:* Refundable tickets generally allow for full refunds at any time, while non-refundable tickets may be subject to cancellation fees, and only partial refunds or travel credits may be offered.
- *Exceptions:* Some airlines offer flexible cancellation or change policies, especially in cases of extenuating circumstances like medical emergencies or government travel restrictions. Always consult with the airline directly for more information on specific cases.

Fox World Travel must always abide by the airline's cancel and void policies. Policies are subject to change.

Basic Economy Airline Tickets

If department budget allows other types of fares, it is recommended to avoid booking a basic economy ticket due to the heavy restrictions shown below.

Need Help? [Ask Fox](#) 

Please note: American, Delta and United Basic Economy Fares are offered below. These are heavily restricted fares (no advance seat assignment, non-transferrable, non-changeable, frequent flier recognition, etc.). Please click "View Fares" if you want to view and book standard main cabin economy fares.

Triplt Travel App

Triplt Pro was a free benefit with Concur requests, expenses, and approvals, which is now decommissioned. Travelers can sign up for the free version of Triplt [here](#).

Travel training schedule

The training schedule has been posted in [Bridge](#).



Review the NU Travel Policy: 60-day Reimbursement Deadline for Expenses

Travelers should be aware of the [NU Travel Policy](#), specifically the 60-day expense reimbursement deadline. [Nebraska state statute 81-1174](#) imposes a deadline on the submission of expense reimbursements:

- Travel expenses must be submitted in Firefly Travel Expense within sixty (60) days after the last day of business travel.
 - Non-travel expenses must be submitted in Firefly Travel Expense no later than sixty (60) days from the date on which expense(s) were incurred.
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Expenses cannot be submitted past this deadline and will not be paid or reimbursed by the university. This State of Nebraska [statutory requirement](#) cannot be waived.

Cancel a Travel Request or Expense Report

If a travel request is approved but the trip is not taken, it will need to be canceled. If the travel date has already started, contact the [Travel Office](#) for assistance. A future enhancement will allow the traveler or delegate to cancel at any time.

If a trip was taken and no reimbursement is expected by the traveler, [cancel the expense report](#).

Travel requests: fully approved prior to travel date

Per University [travel policy](#), travelers should have a fully approved travel request prior to creating travel arrangements/travel commences. Lack of compliance could result in travel expenses being denied reimbursement.

Pre-Travel

Pre-Trip Approval

All Travelers are required to submit a Pre-Trip Request prior to each separate Travel Status instance. **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](#).
