

NU Travel eNews: February 2024

Travel Requests, Expense Reporting and Approvals Moving to Firefly

Beginning Feb. 29, University of Nebraska faculty and staff will be able to submit travel requests, expense reports and act on travel approvals through the new travel application in Firefly.

The move follows a previous transition of non-travel expense reporting from the third-party Concur platform to Firefly in 2022. The goal is to create a more streamlined and user-friendly process for faculty and staff when it comes to travel and expense reporting. The move to Firefly – an interface most employees are already familiar with – makes the process of submitting travel requests and expense reports similar to submitting a leave request.

The process for booking air, hotel and car rentals will remain in Concur, the tool used by the university's travel management company.

Faculty and staff who have open or returned expense reports in Concur are encouraged to submit them as soon as possible for approval and processing.

Requests for upcoming travel that have already been submitted through Concur do not need to be resubmitted through Firefly if the last day of business travel is before April 15. But requests for business trips where the last day is on or after April 15 will need to be resubmitted in Firefly prior to the travel; employees can resubmit requests beginning Feb. 29.

Zoom training sessions on the new Firefly travel application are available in [Bridge LMS](#). "Quick reference guides" on travel-related issues are available [here](#).

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

Hilton Hotels offer

Fox World Travel offers a **7%** discount on reservations with Hilton Hotels through travel consortium BCD (look for BCD in room type listing). BCD perks include:

- 7% discount off the Best Available Rate at over 7,000+ properties globally.
- 25-hour cancellation for maximum flexibility.
- Last Room Availability for a room when you need it.
- Late check-out (2 PM local time) *subject to availability*.

To book the BCD rate, reserve a room type that has BCD in the title.

BCD Travel Honors Discount 1 King Bed 20usd Urban
Amenity Fee - 450 Sqft 47in Hdtv (Galileo)
[Rules and cancellation policy](#)

Eppley Airfield News

Eppley Airfield is excited to announce a \$950 million Build OMA Terminal Modernization Program. The project will nearly double the size of the terminal and add amenities to enhance the travel experience.

Here is what is planned:

- An increase to approximately 646,000 square feet from the existing 375,000 square feet.
- Two gates capable of international flights and a new Customs and Border Protection international arrivals hall for international passenger processing.
- A single, unified concourse with a centralized Transportation Security Administration (TSA) security screening checkpoint.
- New expanded restaurants and retail concessions beyond the security checkpoint.
- New airline ticketing space.

Visit BuildOMA.com for more details.

Conferma Pay for hotel reservations in Concur

Fox World Travel offers hotel bookings in Concur with the convenience of Conferma Pay. Conferma Pay allows travelers to book and pay for hotel rooms using a special issued electronic credit card number. If a traveler experiences payment issues upon checking in to a hotel when utilizing the Conferma Pay, contact [Fox World Travel](#) as soon as possible.

Travel Training Shedule

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](#).
