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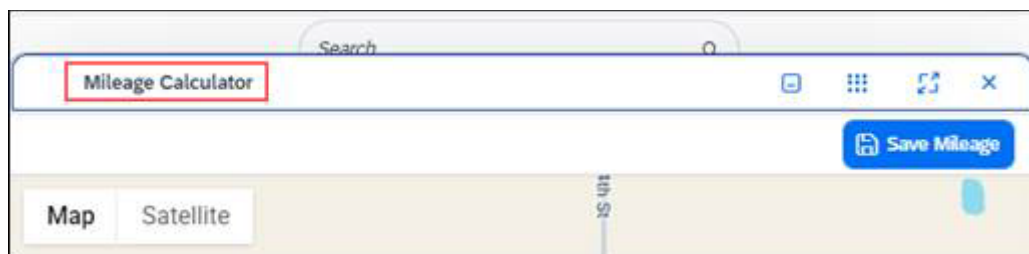
### Mileage Rate Increase

Effective January 13, 2025, the University has set the mileage reimbursement rate to the current GSA standard of \$0.70 per mile.

If travel occurred before January 13, 2025, the mileage reimbursement will reflect the previous rate. The Firefly travel application will automatically adjust the rates per date of travel. If you have a Blanket Travel Authorization (BTA) reimbursement report that needs to be submitted for dates before January 13, 2025, you will need to create a separate expense line for those expenses. If reports have existing mileage entries for dates on or after January 13th, it is recommended to delete and re-add the expense line to ensure the new rate applies as expected.

### Using the Google Mileage App

When entering addresses into the Google Mileage App, the pop-up window appears over the new Firefly search bar. If experiencing issues, grab and move the mileage calculator pop-up down/away from the search bar. Alternatively, users can reduce the browser window zoom by 10% to 20%.



### Airline Industry News

#### Southwest Airlines

University of Nebraska travelers could earn up to 30,000 Rapid Rewards bonus points. To be eligible, travelers may [register for the promotion](#), then book in Concur or with Fox World Travel and fly qualifying flights between 1/15/2025 and 4/15/2025.

Process:

- Book and fly two qualifying round trip flights (or four qualifying one-way flights): 5,000 Rapid Rewards bonus points
- Book and fly three qualifying round trip flights (or six qualifying one-way flights): 15,000 total Rapid Rewards bonus points
- Book and fly four qualifying round trip flights (or eight qualifying one-way flights): 30,000 total Rapid Rewards bonus points

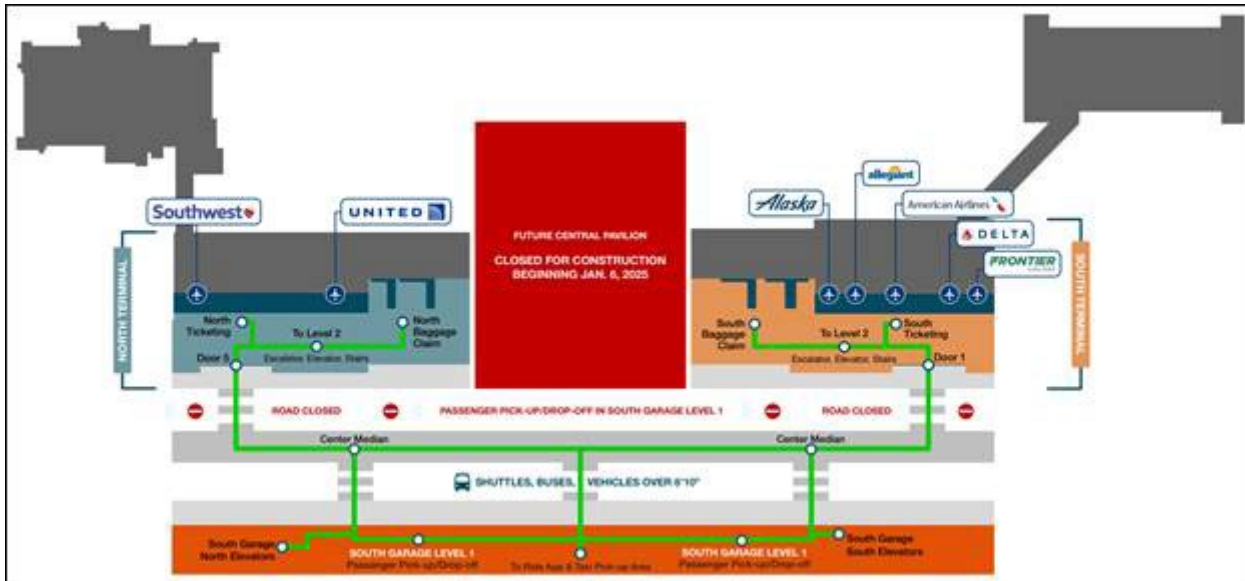
#### Eppley Airfield

On February 17th, to make way for the new Central Pavilion and Unified Concourse, the OMA Terminal will be split in the middle on both levels and operate as two separate terminals - the north terminal and south terminal.

Helpful hints in navigating the terminal split:

- Know which airlines are operating out of the north terminal and those in the south terminal.

- Follow the signs on the front drive and in the garages to ensure entering the correct door for the desired terminal.
- If parking in the ParkOMA garages, park in the area closest to the entrance to the desired terminal.



(see full map [here](#))

Learn more about the terminal split at [Build OMA](#).

### Travel Training Schedule

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



### 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).

### Basic Economy Airline Tickets

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

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.



### **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.

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.

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

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