NU Travel eNews: June 2024

Safe Driving with Rental Vehicles
The University has seen an increase in insurance claims with National and Enterprise car rentals. If you are in an accident with a rental car, take the following actions:
- Call 911
- File an accident report with law enforcement
- Contact your campus Risk Management team
- Do not assume blame for the accident
- If the accident involves another driver, obtain their name, contact information, and insurance information
- Provide the other driver's insurance information, and police report to the car rental company, and obtain a copy for your records

Always keep your eyes on the road, and your hands on the wheel. Do not multi-task, like talking, texting, eating, or drinking. Wear your safety belt. Drive at the speed limit. Treat the car as your own.

Request Expense Types: Paid by University
It is highly recommended to use the 'Paid-by' expense types on a travel request. Once a request is approved, all expense types transfer to the expense report. When submitting expenses, be sure to confirm whether an expense was 'Paid-by' University (such as lodging paid through Conferma) or if a reimbursement is due to the employee.

Cancel a Travel Request or Expense Report
If a trip is requested and approved but was not taken, it will need to be canceled. If the travel date has already started, contact Travel Office and request it to be canceled. A future enhancement will allow the traveler or delegate to cancel.

If a trip was taken and no reimbursement is expected by the traveler, cancel the expense report.

Travel Training Schedule
The training schedule has been posted to the NU travel website. Firefly travel training information can be found in Bridge LMS.

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.
- 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.
- If you have a lodging receipt that includes any other expense but lodging and taxes, that expense needs to have its own expense entry.
- Selecting the appropriate expense type will ensure the proper G/L code is charged.

Discount at Eppley Parking Lots

The Omaha Airport Authority is extending the promotional period for ParkOMA's online parking reservation system now through December 31, 2024. Using the promotion saves up to 25% on Covered Garage parking and up to 33% on South Economy parking.

The 2024 promotional code is UN2024. A University email is required to use this discount. The flyer is available [here](#).

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