

NU Travel eNews: March 2024

The transition from Concur to Firefly Travel

The Firefly travel request and expense reporting tool has been available since February 29, 2024. Training schedules are available in [Bridge LMS](#) and help documentation is located on the [NU Travel Program](#) website. Concur travel request and expense reporting will no longer be available on June 15, 2024.

Reminders:

- Travel requests for business trips where the last date of travel is on or after April 15 will need to be resubmitted in Firefly before travel commences.
- The Concur booking tool (air, car, hotel) will continue to be utilized, it is managed by the University's Travel Management Company.
 - Do not cancel or rebook existing air, car, etc. if re-submitting travel requests in Firefly.
- If desired, Travelers will need to add delegates in Firefly (if not already added for Non-Travel Expense). Be sure to select *Delegate Travel Entry*. [Assign a delegate](#)
- If using Blanket Travel Authorizations (BTAs) in Concur, a new BTA will need to be recreated in Firefly if travelers are expecting to submit expenses in May/June.

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.
- Airfare expense type:
 - If outbound and inbound locations are different on the travel request, please make them the same location and add a comment. Different outbound/inbound locations are allowed on the expense report.
 - Only add the city in the *Destination* fields (e.g., do not put *Madison, Wisconsin*).

Questions or need help? Submit the [Travel/Non-Travel Help Request form](#) in Firefly.

International Travel with Personal Days and/or Companion

The University of Nebraska ("University") has established an international (including travel to U.S. Territories) travel insurance policy through AIG Travel Protector Insurance. The University also has a Hawaii/Alaska medical evacuation insurance policy through AIG Travel Protector Insurance.

All active employees are automatically covered by these policies when traveling on University of Nebraska business.

If a traveler is adding on personal (sojourn) days to their University-sponsored trip or is traveling with a companion who will be sharing the same accommodations, the traveler and the companion **must** purchase insurance coverage. This is **required** and at an additional cost to the traveler. *The companion must purchase insurance for the entire duration of the trip; employee is only required to purchase insurance for personal (sojourn)*

days. Coverage is limited to 30 days for Hawaii and Alaska. The cost of companion/sojourn coverage is \$1.50/day for international travel and \$0.68/day for Hawaii/Alaska travel.

When the traveler submits an international travel request in Firefly, the payment is now conveniently payroll deducted*. More information can be found [here](#).

*The previous payment process was via eMarketplace form submission.

Group Booking with Fox World Travel

If booking groups of 10 or more with Fox World Travel, refer to the [tip sheet](#) for detailed information.

State Statute: 60-day Reimbursement Deadline for Expenses

[Nebraska state statute 81-1174](#) imposes a deadline on the submission of expense reimbursements:

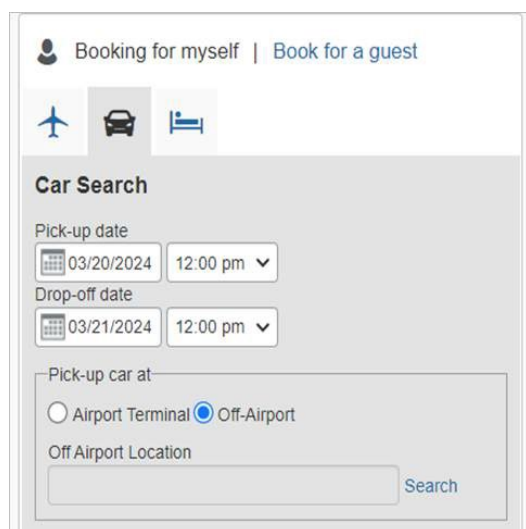
- Travel expenses must be submitted by the traveler within sixty (60) days after the last day of travel.
- Non-travel expenses must be submitted no later than sixty (60) days from the date on which expense(s) were incurred.

NU Travel Listserv

To stay informed on the latest travel news, it is recommended to sign up for the [NU Travel Listserv](#).

Enterprise Car Rental in Kearney, Nebraska

When reserving an Enterprise car rental in Kearney, Nebraska, the traveler needs to use the off-airport option in Concur to get Enterprise Car rental to populate:



The screenshot shows the 'Car Search' section of a travel booking interface. At the top, there are navigation options: 'Booking for myself' (selected) and 'Book for a guest'. Below this are three icons: an airplane, a car, and a bed. The 'Car Search' section includes the following fields and options:

- Pick-up date:** A date picker set to 03/20/2024 and a time dropdown set to 12:00 pm.
- Drop-off date:** A date picker set to 03/21/2024 and a time dropdown set to 12:00 pm.
- Pick-up car at:** Two radio button options: 'Airport Terminal' (unselected) and 'Off-Airport' (selected).
- Off Airport Location:** A text input field with a 'Search' button to its right.

Concur Changing Design Theme

Beginning April 10, Concur is changing to their user interface/design. Even though Requests and Expenses will now be submitted via Firefly, the new design will affect the Concur Booking Tool, which is managed by Fox World Travel.

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](#).
