

## NU Travel eNews: May 2024

### Concur Requests and Expense Reporting Decommission: June 15, 2024

Concur request and expense report applications are being decommissioned on June 15, 2024. Action must be taken immediately if travelers still have expense reports to submit or re-submit. Do not cancel or rebook any travel arrangements (air, hotel, or car) in Concur.

### Quick Reference Guides (QRGs) and videos for Firefly Travel

Quick reference guides and videos are available to assist travelers and delegates with Firefly travel applications.

- Guides: <https://nebraska.edu/travel/travel-help>
- Videos: <https://nebraska.edu/travel/travel-help/travel-videos>

### Cancel Expense Reports: No Reimbursement

If a traveler will not be submitting an expense report or expecting reimbursement (Zero \$ trip or all expense types are 'company paid'), the expense report should be cancelled. Instructions to cancel the expense report can be found [here](#).

### American Airlines AAdvantage Business program

Effective May 1, 2024, AA implemented new guidelines regarding the eligibility of bookings made through managed travel programs, this includes the University of Nebraska's travel management company Fox World Travel. To join the AAdvantage Business program, please contact the [Travel Office](#) for registration details. If you do not join the program, you will not accumulate mileage points on American Airlines.

Travelers should be aware that American Airlines no longer allows name changes on tickets, therefore if you cancel a trip and do not rebook with American the ticket funds will not be refundable.

As a reminder, per the University of Nebraska Travel Policy your airline ticket should be reserved through Concur or directly with a Fox World Travel agent. Travelers cannot book directly via airline websites.

### 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.

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### 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](#).

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