
NU Travel eNews: November 2024

Engine (Hotel Booking)

Engine specializes in team/group reservations, allowing requesting, planning, and tracking of large or complex bookings. Group criteria includes bookings that require eight or more rooms or extended stays lasting 30+ consecutive days.

To book a hotel, from within the Travel & Expense Reporting tile in Firefly, click on Engine. Further instructions can be found [here](#).

Helpful hints for using Engine:

- It is recommended to use the Direct Billing option to avoid charges on a personal credit card. If using a personal credit card:
 - Immediate charges will be billed to the card.
 - Taxes will be added to the final bill.
- Travel delegates need to be set up as a coordinator in Engine to book for others. To request coordinator access, log into Engine to establish your profile (if you haven't already), and submit the [travel help form](#).
- Dates for Engine training sessions for travelers and coordinators can be found in [Bridge](#).



Airline News

Southwest Airlines (SWA)

- Join SWA for a coffee break forum on Thursday, November 14th from 10:00-11:00 a.m. The open forum will provide updates on SWA travel news, the benefits of A-List preferred status, and provide the opportunity to ask questions. Join via [Teams](#).
- Want to earn promotional A-List Preferred status on Southwest Airlines? Enroll no later than November 15, 2024, to earn 90 days of promotional A-List Preferred status! Plus, you can extend your status for an additional 12 months if you book and fly three roundtrips during your 90-day promotion period. To enroll in the promotion and learn more about the promotion requirements, please visit <https://business.southwest.com/alpcorporatetierexperience>. Benefits of A-List Preferred status include:
 - Priority boarding for everyone on your reservation
 - Priority and express lane access
 - Same-day change and same-day standby
 - 100% Rapid Rewards earning bonus on qualifying flights
 - Free inflight WiFi

United Airlines

Coming soon: free onboard Wi-Fi. United Airlines has signed a deal with SpaceX to provide Starlink (connectivity in the sky) – for free. Starting in 2025, travelers can expect to see Starlink on all aircraft.

Delta Airlines

University travelers can take advantage of Delta SkyMiles and/or Delta Business Traveler. Both are free to join. More information on both programs can be found [here](#).

Fox World Travel/Concur

- Travel Chat with Fox World Travel: Tuesday, November 11 from 10:00 – 10:45 am. Join via [Teams](#).
- When using the chat feature in Concur, the feature is free unless a Fox World Travel Agent
- The chat feature in Concur is free unless a Fox World Travel Agent makes a reservation or needs to exchange an airline ticket due to a traveler's change.
- Updated Fox World Travel transaction fees:

Fee and Service Definitions	Online	Agent Assisted
Transaction Fees		
Each domestic airline or rail ticket issued.	\$5.00	\$20.00
Each international airline or rail ticket issued.	\$5.00	\$26.00
Each hotel or car reservation not attached to an airline reservation.	\$0.00	\$0.00
Each limo/black car reservation.	\$5.00	\$20.00
Group Air Services and Fees		
Online Group Air: all travelers profiled, book via online tool, company policy applied, approvals as programmed within online tool.	\$250.00 set-up; \$5.00 per transaction	N/A
Basic Group Air: profiled and unprofiled, travelers call or email to book, no split payment, domestic only, no approvals required.	N/A	\$250.00 set-up; \$26.00 per transaction
Advanced Group Air: profiled and unprofiled, Fox agents email traveler for booking, split payments as required, domestic or international, approval prior to ticketing, advanced parameters (extensions, ticket allowance, companions, etc.)	N/A	\$250.00 set-up; \$36.00 domestic / \$46.00 international
Block Space Air: all travelers same departure city/date and same return city/date, advanced blocked space on specific flights. Block must be contracted within 30 days of sourcing or a new sourcing fee will apply to requote space and availability.	N/A	\$250.00 per block sourced; \$55.00 per transaction
Ticket & Reservation Management		
Per refund initiated either online or with an agent. Per cancellations initiated with an agent. No fee for cancellations via the Online Booking Tool.		\$10.00
After-Hours Service (surcharge per contact). Hours: 7:30 p.m. – 7 a.m. CST, holidays and weekends.		\$20.00
The fee charged in addition to the applicable transaction fee to utilize an airline, hotel or car supplier reward certificate.		\$20.00

- Search for multiple airports in Concur by clicking on *Select multiple airports* link.

The screenshot displays the Concur 'Select multiple airports' interface. On the left, the 'From' field is set to 'OMA - Omaha Eppley Airfield - Omaha, NE'. A red box highlights the 'Select multiple airports' link below the field. A red arrow points from this link to the map. The map shows Nebraska and surrounding states (South Dakota, Iowa) with numbered markers for various airports. On the right, a list of airports within 150 miles of OMA is shown, with checkboxes for selection. The 'OK', 'Search', and 'Cancel' buttons are at the bottom right.

Travel Log: Requests and Expenses

Review travel log within the Audit Trail for accurate details on the report status. Click the Audit Trail button and select [Switch to Travel Log](#).



The travel log provides detailed information on the request and expense.

Travel Request Approval Log						
Employee ID: 0012345	Employee Name: Dave Green	Report Number: 6900011087				
Switch to Approval Log						
Name	Travel Process	Approval Step	Action	Log Date	Log Time	Created by User
Shannon M Poppe	Travel Request		Submitted	05/16/2024	11:51:26	SPOPPE
Timothy A Gibbons	Travel Request	Supervisor	Pending Approval	05/16/2024	11:51:31	WF-BATCH
Timothy A Gibbons	Travel Request	Supervisor	Approved	05/16/2024	12:00:50	TGIBBONS
Tracy M Grauer	Travel Request	Financial Approver	Pending Approval	05/16/2024	12:00:57	WF-BATCH
Tracy M Grauer	Travel Request	Financial Approver	Mail Approver	05/16/2024	12:00:58	WF-BATCH
Tracy M Grauer	Travel Request	Financial Approver	Approved	05/16/2024	12:04:00	TGRAUER
Tony E Sullivan	Travel Request	International Approver	Pending Approval	05/16/2024	12:04:07	WF-BATCH
Tony E Sullivan	Travel Request	International Approver	Mail Approver	05/16/2024	12:04:06	WF-BATCH
Tony E Sullivan	Travel Request	International Approver	Approved	05/16/2024	12:11:25	TSULLIVAN
Shannon M Poppe	Travel Request	International Approver	Notified Employee Approved	05/16/2024	12:11:27	WF-BATCH
Shannon M Poppe	Travel Expense		Submitted	05/16/2024	12:22:49	SPOPPE
Tracy M Grauer	Travel Expense	Financial Approver	Pending Approval	05/16/2024	12:22:49	WF-BATCH
Tracy M Grauer	Travel Expense	Financial Approver	Mail Approver	05/16/2024	12:22:50	WF-BATCH
Tracy M Grauer	Travel Expense	Financial Approver	Approved	09/13/2024	11:09:38	TGRAUER
	Travel Expense	Account Payable	Pending Approval	09/13/2024	11:09:44	WF-BATCH
Timothy A Gibbons	Travel Expense	Account Payable	Approved	10/17/2024	11:22:48	TGIBBONS
	Travel Expense		Settled	10/17/2024	11:22:50	WF-BATCH
Shannon M Poppe	Travel Expense	Account Payable	Notified Employee Approved	10/17/2024	11:22:51	WF-BATCH

Approved Request/Submit Expense Reminder Emails

As of **October 26th**, travelers and delegates began to receive reminder emails to create and submit an expense report from an approved travel request. The reminders will be sent out every ten days after the last day of business travel and a final reminder will be sent five days before the 60-day submission deadline

Cancel a Travel Request or Expense Report

If a travel request is approved but the trip is not taken, it will need to be canceled. If the travel date has already started, contact the [Travel Office](#) for assistance. A future enhancement will allow the traveler or delegate to cancel at any time.

If a trip was taken and no reimbursement is expected by the traveler, [cancel the expense report](#).

SAP Travel Reporting Menu

Several newly revised travel reports are available in SAP under the ZTRAVELMENU transaction.

If you need travel reporting but do not have access to ZTRAVELMENU, submit a security request via the Firefly Security Request tile in Firefly (under Business Applications).

Request the following SAP security roles:

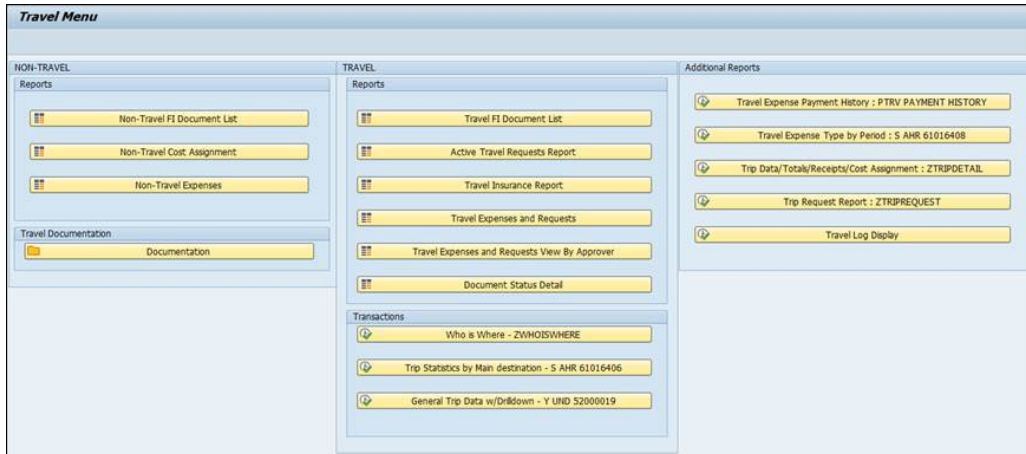
NU

- MM_TR_REPORTS_CORE
- MM_TR_REPORTS_<campus> (example MM_TR_REPORTS_UNL)

NSCS

- NSC_MM_TR_REPORTS_CORE
- NSC_MM_TR_REPORTS_<college> (example NSC_MM_TR_REPORTS_CSC)

ZTRAVELMENU is shown below:



Travel training schedule

The training schedule has been posted to the [NU travel website](#).



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](#).