

NU Travel eNews: October 2024

Fox World Travel Meet & Greet

Representatives from Fox World Travel will be visiting University of Nebraska campuses on **October 8th and 9th**. Fox World Travel will provide a short presentation, along with an open forum for questions. These events are open to all faculty and staff.

Dates/times are located here: https://ffnews.nebraska.edu/travel/Fox_meet_greet_2024.pdf



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.

Expense Reminder Emails

Beginning **October 9th**, travelers and delegates will begin to receive reminder emails to submit travel expense reports. 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 prior to the 60-day submission deadline.

Reminders: Travel Expense Reports

- **Approved request becomes travel expense:** once a Firefly travel request has been approved, the estimated expenses transfer to the Firefly expense tile. Please delete any expense types that travelers do not need to be reimbursed. Travelers and delegates are required to edit the report to reflect the actual amounts paid.
- **Meals per diem calculations:** be sure to click the calculate button when entering meals per diem.
- **Travel to Washington DC (District of Columbia):** when traveling to Washington DC, use *District of Columbia* for the state and city for the meals per diem to correctly populate.
- **One expense line = one receipt:** each receipt needs to have its own expense line. Please do not put multiple receipts on one expense line. Example: traveler has three Uber receipts; three expense lines need to be created with each individual receipt attached.
- **Items Not Allowed:** the following personal expenses need to be removed or adjusted from the expense report.
 - Rental Car:
 - When renting from Enterprise/National: decline LDW/CDW coverage
 - Days of personal travel
 - Car seats
 - Extra driver (not conducting business on behalf of the University).

- Lodging
 - Early check-in / late check-out (except for international travel)
 - Meals/refreshments
 - Room upgrades
 - Housekeeping gratuity
 - Personal days
 - Safes / roll-away beds
- Taxi/Uber: Tips over 20%
- Parking: Personal travel days
- Official Function
 - Alcohol
 - Tips over 20%

Hotel Engine

Representatives from Hotel Engine have scheduled multiple sessions throughout the next six months. Two individual sessions are scheduled, one geared toward travelers and the other toward Coordinators.

The benefits of booking through Hotel Engine:

- No longer need to have the Conferma ghost card.
- The services are free to university personnel.
- Hotel Engine is available 24/7-365 days a year for assistance at no charge.
- Hotel Engine has negotiated several rates for the exclusive use of university travelers.
- The ability to reserve up to 8 rooms in one transaction
- The ability to have Hotel Engine book 10+ rooms at a group rate.

Training dates/times are located in Bridge: <https://nebraska.bridgeapp.com/learner/library?search=Travel>

To become a Travel Coordinator in Hotel Engine (ability to book for others), please log in to Hotel Engine to establish your profile and then request access by contacting the NU Travel Office via the [help form](#).

Note: the following hotels are not available in Hotel Engine until **January 1, 2025**, and can currently be booked in Concur.

- The Kinder
- The Cottonwood
- The Scarlet
- Home 2 Suites at UNMC
- Embassy Suites-downtown Omaha



Airline News

Southwest is reimagining customer service, by moving to assigned seating with a redesigned cabin, an enhanced Rapid Rewards® program, and their very first international partnership with Icelandair®.

- Bags fly free is here to stay: every ticket with SWA comes with two free checked bags.
- NEW: assigned seats for an elevated cabin experience.
- Rapid Rewards® Members will continue to enjoy our industry-leading loyalty program. All Members will earn and redeem points at the same rate they do today, without blackout dates, uncapped reward seat availability, and points that do not expire.

Welcome to an Even Better Southwest: [review what is new, next, and coming soon](#).

United signs Starlink deal to provide industry-leading connectivity in the sky – for free.

United is testing a new standard of inflight connectivity by signing the industry’s largest agreement of its kind with SpaceX to bring Starlink’s fast, reliable Wi-Fi service to our mainline and regional aircraft fleet, for free.

United customers will soon enjoy the same high-speed, low-latency internet service in the air that they enjoy on the ground. The new, gate-to-gate connectivity will unlock game-changing experiences in the sky at scale that no other major U.S. airline provides like access to live TV and streaming services, social media, shopping, gaming, and more, on seatback screens and personal devices simultaneously. United is expected to have Starlink on all aircraft – more than 1,000 planes – over the next several years. Testing begins in early 2025 with the first passenger flights expected later that year. [Learn more>>](#)

Delta provides Priority Boarding for corporate travelers, allowing University travelers to board flights sooner and settle in for a productive trip ahead.

NU travelers flying with Delta can take advantage of Corporate Priority* benefits that make the trip easier and more enjoyable, like priority boarding as well as complimentary preferred seats and priority service recovery. [Explore the benefits >>](#)

Travel training schedule

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