# NU Travel eNews: September 2024

**Personal Days Added to Travel**
If planning to add personal days to University business travel, please add it to the travel request. This is required for Duty of Care and insurance reasons. For international or Alaska/Hawaii travel, additional insurance is required for personal days. Adding insurance is built into the international travel request. For more information, review the reference guide.

**Multi-Stop Travel: Meals per Diem**
If traveling to multiple locations using one travel request, the meals per diem entry can be altered to reflect the actual locations. Review the quick reference guide for more information.

**Fox World Travel: Group Booking**
Fox World Travel can assist with booking for group travel. Follow these instructions to create a new group booking.

> *Group Air Services*: Group Air involves individually managed ticketing for a group of 10 or more travelers who are traveling to the same destination during the same meeting or event dates. This service allows each traveler to book their tickets individually, while still adhering to the permitted group travel policy.
>
> Questions regarding Group Air Services? Email: foxgroupairsupport@foxworldtravel.com
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> *Group Block Services*: A Group Block refers to the reservation of 10 or more tickets with a specific airline through a special contract. This arrangement ensures that all travelers are booked on the same flights for their round trip, and a single form of payment is used for all tickets. Group Blocks are typically utilized for group travel when all attendees are flying the same route. The Group Leader will provide the final ticketing requirements to Fox.
>
> Questions regarding Group Block Services? Email: foxgroupblock@foxworldtravel.com
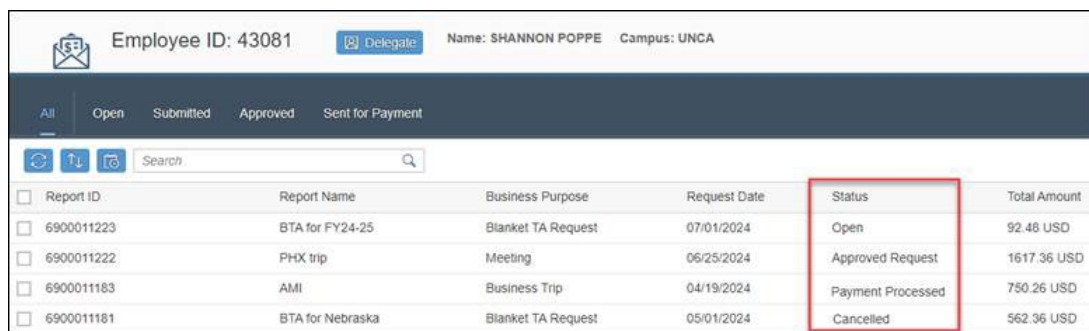
**Fox World Travel: Agent Live Chat Support**
Fox World Travel live chat support connects travelers and delegates with real people on the Fox team. Whether needing agent assistance or tech support specialists, chat access is available seven days a week, standard agent rates will apply. Review the Chat Support flyer here.

**Rental Vehicles**
If using rental agencies other than National or Enterprise, the traveler will need to pay with their own credit card and seek reimbursement. View required insurance when renting outside of National or Enterprise.

**Report Status**
The status of a travel request or expense report can be viewed on the main screen of Firefly Travel.



For detailed information, review the quick reference guide here.

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

**Reminders** 👆

**Cancel a Travel Request or Expense Report**
If a travel request is approved but the trip was 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.

**Request Expense Types: Paid by University**
It is 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.

**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.

**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.