

Posted: February 6, 2023

## NU Travel News: February 2023

### Concur: decommission of non-travel expense

Non-travel expense reporting has been available in Firefly since December 16, 2022. On **Wednesday, February 15** non-travel expense reporting in Concur will be disabled, requiring new non-travel expense reports to be submitted through Firefly. Overview sessions of the new Firefly non-travel expense reporting application are available [here](#).

Approvers are encouraged to review and take action on pending non-travel expense reports already submitted in Concur as soon as reasonably possible.

Please contact the [NU Travel Office](#) with questions regarding this transition.

### State Statute: 60-Day reimbursement deadline for expenses

[Nebraska state statute 81-1174](#) imposes a deadline on the submission 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.

Expenses submitted past this deadline cannot be reimbursed by the university.

### Travel training schedule for February 2023

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

- Concur training and non-travel expense overview
  - February 9
- Non-travel expense overview
  - February 14
  - February 23

Registration is not required.

### Discount for Eppley Airport parking extended through 2023

The parking discount with Omaha Eppley Airport has been extended through 2023 for University employees.

- 25% off covered garages
- 33% off south economy lot

Reserve parking using discount code **UN2023** here: <https://reservations.parkoma.com>

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The discount is available for business and personal travel by University employees. *Note:* the reservation must be made twelve hours in advance of parking, reserved using a University email address, and personal credit card (PCards are not accepted).

<b>HOW TO USE YOUR RESERVATION DISCOUNT</b>		
		
Visit <a href="https://reservations.parkoma.com">reservations.parkoma.com</a> . Select your travel dates and times, add your promo code and search. From there choose your parking location, create an account or sign in. After you pay, add your reservation QR code to your digital wallet on your mobile device.	On your day of travel, arrive at the ParkOMA location on your reservation, and scan your QR code at the entrance. Choose a spot and park. <b>For questions or assistance, please call 402-661-8260.</b>	When you return to Omaha, use the same QR code to exit. A receipt will be emailed to you, or you can also login in to your account to access your receipt to turn in for travel expenses.

## Reminders

### **Concur profile: verify email address**

To ensure email notifications are received, the traveler should have a verified email address in Concur. Instructions to verify email can be found [here](#).

### **Approved travel request prior to booking or travel**

Per the [NU Travel Policy](#), a traveler must have an approved travel request prior to booking any travel or before actually going on the trip.

### **Concur profile: add frequent traveler programs**

Travelers can add frequent traveler, driver, and hotel guest programs within their Concur profile. This allows the traveler to benefit from their frequent traveler programs while booking travel plans through Concur.

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