

NU Travel News: June 2022

Airfare Comparison Required within 24 Hours: Flights Found Outside of Concur

When requesting to book airfare outside of Concur/Fox World travel, an airfare comparison should be completed within 24 hours of finding a flight. Travelers are required to allow Fox World Travel the opportunity match the fare per the [University travel policy \[page 6\]](#). Travelers could be denied reimbursement if booked outside of Concur without having an airfare comparison *at the time of the booking*.

Fox World Travel Help Desk

Due to airlines cancelling flights in record numbers, please be expect longer wait times when calling Fox World Travel for agent assistance. When flights are cancelled, Fox contacts the airline to reaccommodate the traveler and hold times with airlines are upwards of two hours. Fox recommends travelers use the call back feature or the chat feature within Concur.

To assure timely travel booking, travelers are encouraged to make new travel arrangements in Concur.

Eppley Airfield News

Extended! Discount for Parking at Omaha's Eppley Airfield

University Travelers will receive a discount on parking at Omaha's Eppley Airfield now through December 2022.

The discount is available for business and personal travel by University employees. The website to reserve parking can be found [here](#) and the discount code is UN2022. *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).

- 25% off daily north garage and south garage rates
- 33% off south economy lot

New Terminal Entrance

The next phase of the Terminal Entrance Roadway Expansion Project relocated the temporary entrance to the new airport entrance point from Abbott Drive. The new airport entrance provides access to the Terminal as well as the South Garage, South Economy, and South Cell Phone Waiting Lot.

Motorists should follow the directional signs on Abbott Drive to navigate to the new airport entrance.

Vehicle Rentals

Due to recent fraudulent activity, to receive the BIG10 discount with Enterprise or National car rental, book vehicle rentals via Concur. If travelers have an Emerald Aisle number and it is associated with our contract, please contact the [NU Travel Office](#).



Expense Report Itinerary reminder

Itinerary stops should include where travel status began and where it ended, not airports or layovers.

60-Day Deadline for Expense Reimbursement

Per the State Statute the 60-day deadline for expense reimbursement **cannot be waived**. Please submit expenses via Concur in a timely manner.

Conferma for booking hotel reservations within Concur

When booking hotel rooms through Concur, travelers may utilize the [Conferma card](#) in lieu of putting charges on a personal credit card. If the hotel does not have the Conferma credit card on file when the traveler is checking in contact [Fox World Travel](#) for immediate assistance.

It is highly recommended travelers download the Conferma app to minimize check-in issues.

Conferma will not work for international hotel reservations. Please contact the Travel Office for assistance.

Upcoming Training Session (please check the [training website](#) as dates/times may change)

- July 12 2:00 - 4:00 p.m.