

Posted: March 6, 2023

NU Travel News: March 2023

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.

When an expense report (travel or non-travel) is submitted by the employee prior to the 60-day deadline, the 'clock stops.' If a financial approver or payment services returns the expense report for changes, the employee has already met the required deadline. Expenses submitted past the 60-day deadline cannot be reimbursed by the university.

Travel training schedule for March 2023

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

- Concur Travel Training
 - March 8
- Non-Travel Expense Overview
 - March 7
 - March 15
 - March 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>

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).

HOW TO USE YOUR RESERVATION DISCOUNT

1

Visit reservations.parkoma.com. 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.

2

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. **For questions or assistance, please call 402-661-8260.**

3

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.