

NU Travel News: May 2022

Basic Economy Fare

There are many restrictions to the lowest fare offered by the major airlines called “Basic Economy”:

- Assigned seats are only available after check-in or at the gate for no fee. If the traveler purchases the seat, per NU travel policy, that fee is not reimbursable.
- Not eligible for same-day changes or ticket refunds.
- Boarding in the last zone.
- Overhead bin space may be limited (checked luggage fees do not apply for gate-checked carry-ons)
- Not changeable unless noted in the fare rule.
- Some airlines do allow a Basic Economy fare to be cancelled and used for a future trip. However, the new ticket must also be a Basic Economy fare type.

As mentioned in the [April NU Travel eNews](#), United started allowing wholly unused Basic Economy tickets to be applied toward another purchase but they have now stated the new ticket needs to be Basic Economy too. Information from the airlines continue to be fluid, please contact [Fox World Travel](#) with any questions.

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

- June 23 10:00 a.m. - noon
- July 12 2:00 - 4:00 p.m.

Extended! Discount for Parking at Omaha’s Eppley Airfield

University Travelers will receive a discount on parking at Omaha’s Eppley Airfield now through June 30, 2022.

The discount is available for business and personal travel by University employees. Email the [NU Travel Office](#) for the parking discount code. 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: \$12 per day (regularly \$16)

33% off south economy lot: \$4 per day (regularly \$6)

Travel Office booth at UNL All-Staff Conference

If attending the UNL All-Staff conference, please stop by the University travel office booth on Tuesday, May 24 from 3:15 – 5:00 p.m.

Reminders

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.

Airfare Comparison Required within 24 Hours

An airfare comparison needs to be done within 24 hours of finding a flight outside of Fox World Travel. Travelers are required to allow Fox World Travel the opportunity match the fare per the [University travel policy](#) [page 6].

Employees may sign up for the university's travel listserv to receive up-to-date travel information [here](#).
