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## NU Travel News: November 2022

### Book travel online via Concur to avoid larger fees

Utilizing the Concur online booking tool for both domestic and international travel can save departments between 75% and 80% in booking fees.

Review the Fox World Travel transactions fees [here](#).

### Concur: New User Interface QRGs

[Quick Reference Guides](#) have been developed to assist with the transition to the new user interface.

- Create and submit a travel request
- Create and submit an expense report
- Create and submit a one-day expense report
- Blanket Travel Authorization (BTA) expense report
- FAQ: Concur New User Interface
- Delegates and the New User Interface

### Updated Visiting Personnel Form

An updated [visiting personnel form](#) has been published on the NU Travel program website. This form should be used for guests, undergraduates, and speakers conducting University business.

### Fox World Travel Survey

As the University's designated travel agency since 2020, Fox World Travel (Fox) is the only booking source with access to the University's airline, hotel, and car rental discounts. We request your feedback on their services. Please fill out this [short survey](#) by December 9, 2022.



### Enterprise rental program: located in SAPPHIRE

The Enterprise rental program guide is now located in SAPPHIRE to help reduce fraudulent use of the University of Nebraska's account numbers. Users can find a direct link on the [NU Travel website](#).

### Contact Fox World Travel to exchange or cancel tickets

All changes made to flights booked via Concur or Fox World Travel should be conducted with the assistance of Fox World Travel to avoid out of pocket expenses.

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After purchase, travelers have up to 24 hours to cancel tickets. Once Fox World Travel cancels a ticket, ticket charges will be reversed, but the transaction fee will remain. [Fox World Travel](#) is available 24/7 to assist University travelers with changes to travel plans.

#### **Hilton and Hyatt member rates**

[Hilton](#) and [Hyatt](#) award members can qualify for special rates when booking through Concur or Fox World Travel. The traveler will need to sign up for the hotel's award program and enter the award number in their Concur profile to qualify for the discounted lodging rate. When making the reservation via Concur, choose the corresponding hotels discount code.

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