

Posted: September 19, 2022

## NU Travel News: September 2022

### Concur: New User Interface is live!

As of September 12th, users will see a new interface in Concur. [Quick Reference Guides](#) have been developed to assist with the transition.

### 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](#).

### Book online-cost savings opportunity

NU's Travel Management partner, Fox World Travel charges a transaction fee per airline reservation. Travel arrangements booked online via the Concur booking tool include a \$5.00 transaction fee, compared to a \$20 to \$26 fee when booked via telephone. Not sure how to book via Concur? Fox World Travel offers [training videos](#).

### 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.

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.

### Preferred Airline Spotlight

Southwest Airlines (SWA) recently announced that non-refundable airfare (Wanna Get Away) will not expire until 2040. If a non-refundable ticket is cancelled with SWA, the ticket will be held in the traveler's Concur profile for future use. Booking a refundable ticket (Anytime Fare) is recommended, which when cancelled, results in a credit back to the funding cost object in four to six weeks. Advantages of booking with Southwest Airlines include two free checked bags, no change fees, and no cancellation fees. Southwest has a promotion running through November 7, 2022, for travelers that have flown SWA since 2021: travelers will have the option of getting 10,000 Rapid Reward points, or A-List privilege for four months. Contact the Travel Office for further details.

**Upcoming Training Session** [Training Sessions](#) times and dates are subject to change.

- October 13 10:00 a.m. – Noon
  - November 17 1:30-3:30 p.m.
-