

## Welcome to the University of Nebraska Travel Office

The [NU Travel Office](#) is the liaison between the traveler and our travel management company, [Fox World Travel](#), and navigating negotiations between the university and airlines, hotels, and other travel-related contracts. The travel office also works closely with campus payment services personnel in the u-wide procurement function.

The travel office provides travel assistance and guidance for all four University of Nebraska campuses. Melody Stark, travel office specialist, assists in the travel process, providing guidance and training to travelers, departments, or groups with questions and/or special travel requirements.

Melody Stark | Travel Office Coordinator | 402.554.3456  
[melody.stark@nebraska.edu](mailto:melody.stark@nebraska.edu) | [traveloffice@nebraska.edu](mailto:traveloffice@nebraska.edu)

### Travel Checklist:

- A Concur pre-trip request must be submitted by the traveler and approved before travel arrangements are scheduled.
- All flights are expected to be booked using the Concur booking tool or by contacting our travel management team at Fox World Travel (855-694-4287). See page 6 of the [NU Travel Policy](#) for exceptions.
- Hotel reservations may also be booked via Concur or by contacting Fox World Travel, except for conference hotel rooms which need to be made via the hotel directly or the conference organizer.
- Enterprise/National are the preferred car rental agencies for the University.
- All expense reports must be submitted *by the traveler* within 60 days of the last date of travel. This is a state statute and cannot be waived.
- Individual meal reimbursement is done via the [per diem model](#) established January 1, 2021.
- Gratuities (taxi, uber, etc.) should not exceed 20% of the total bill.

### The University of Nebraska [Travel Policy](#)

The purposes and underlying reasons for the University of Nebraska's Travel Policy is multifaceted:

- To create a uniform travel process (from travel approval through reimbursement) for individuals traveling on university business and employees processing the related expenses;
- To ensure consistent application of travel policies for all travelers across the University of Nebraska system; and,
- To ensure compliance with all Federal and State of Nebraska statutes and policies as well as with relevant requirements for international travel.

This policy applies to all university employees traveling on approved university business and/or whose travel is paid and/or reimbursed by the university and to non-university personnel doing business with or for the university as stated within the policy.

### Concur Help Overview

Concur is the university and state college travel application where employees from each campus will utilize the same travel tools. All travel requests, expense reports, and approvals will be processed through Concur. Review the comprehensive [Frequent Asked Questions \(FAQ\)](#) regarding the policy and using Concur for guidance.

### Concur Resource Guides

Over eighty [quick reference guides and tips sheets](#) are available to assist travelers on maneuvering Concur. A [Concur/Travel training session](#) is offered each month. Contact the NU Travel Office for scheduling a departmental training session.