

When a traveler decides to drive rather than fly to their destination, an airfare comparison is required if the destination is outside of Nebraska or 400 one way/800 round trip miles from the traveler's respective campus.

The airfare price should be obtained via the Concur booking tool or by contacting Fox World Travel and must be obtained *when the travel request is created*. The lesser of the two modes of transportation will be reimbursed.

Meals will fall under the Per Diem model. Lodging would only be reimbursed at the destination, not while en route.

 If a traveler will have one or more overnight stops en route to the final destination, these must be included as itinerary stops on the expense report.