

The University Travel Website is Here!

The new university-wide travel website is now available through a tile in Firefly. You can also access the site via the following URL: <u>https://nebraska.edu/travel</u>

Business Applications	;			
SAP Logon	SAPPHIRE SAP Documentation	eSHOP eProcurement	Concur Request, Booking & Expense CONCUR	University Travel Center Nebraska
Project Verification Statement	Project Verification Statement	SAP Security Request		

This new website features a step-by-step overview of the travel process, both domestic and international. The site also contains a link to the travel policy, information on booking for non-employees, as well as the Concur travel help videos and reference guides.

Information regarding travel news and upcoming training sessions can be found on the *Announcements and Training* page. To assist with planning and other aspects of a business trip, review the *Travel and Security Resources* page; or if traveling internationally, review the *Resources* – *International Travel* page.

	DIRECTORY	REGENTS	PRESIDENT SEARCH	FLOOD ASSISTANCE	NU ADVOCATES	NEWS & EVENTS	OFFICES &	POLICIES	ADMIN SITE		
Nebra	RSITY		GET TO KNOW NEBRASKA	DOING LEADING RESEARCH	MEET OUR PEOPLE	MEET THE PRESIDENT	MAKING AN	GIVING			
	Univer	sity of	Nebraska Tra	vel							
Travel is an integral part of the University in its mission of education, research and outreach. Connecting with the University's many constituencies, whether it be within our 500 mile state- wide campus or executing on our national and global initiatives, is vital to our success – as is investigating, learning and sharing worldwide.						Overv Annou	University of Nebraska Travel				
	Travel requ	iests, bookii	ng, and expenses		Travel Process						
	Concur is the university and state college travel application where employees from each campu will utilize the same travel tools. All travel requests, expense reports, and approvals will be processed through Concur.						Lodging and Transportation International Travel Booking for Non-Employees				
	Travel Mar	ravel Management Company					Travel and Security Resources				
Travel & Transport is the official travel management company for the univer. Concur travel booking, managed by Travel & Transport, can be accessed fr notes section within the Concur application.						Traver	Travel Involving Students				
		Travel Office				Help R Concur	esources Travel				
The NU Travel Office works to assist in the travel process_providing auidance and training to											

For questions regarding the new university travel website, contact Melody Stark at the NU Travel Office at 402-554-3456 or <u>traveloffice@nebraska.edu</u>.