

## **Travel Arrangements and Saving of Your Travel Itineraries**

Arrangements for travel, on behalf of Nova Southeastern University, must be reserved through the University Travel Office at 1-800-541-6682, Ext. 8888 or 954-262-8888 or email the travel office at [travel@nsu.nova.edu](mailto:travel@nsu.nova.edu). You are required to contact University Travel 21 or more days in advance of your trip to ensure you meet the University's 21-day advance purchase requirement for airfare.

The University Travel Office also reserves hotels and rental cars. Before you take your trip, it is important that you save the travel itinerary that University Travel emails to you because these itineraries automatically delete once you take the trip. The itinerary is required for your reimbursement request; save the itinerary as a PDF file, if you can, because you need to attach it to your online request.

Additionally, please note:

1. Hotel room costs are reimbursable if travel requirements necessitate a situation whereby you cannot reasonably be expected to return home from teaching in sufficient time to obtain sufficient sleep or rest.
2. The University generally requires that you fly as oppose to drive when your trip consists of 300 or more miles round trip.