



NEWSLETTER

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Southwest Airlines Tier Promotion

UNM Travel is excited to announce The University of New Mexico has partnered with Southwest Airlines, our preferred airline for air travel to provide promotional A-List Status on travel booked on Southwest Airlines exclusively in the Concur Booking Tool between 04/01/2025 and 06/30/2025.

[Complete the UNM Travel Southwest Airlines A-List Promotion Enrollment Form](#) to enroll in this special UNM Travel Tier Experience *after* booking your flight exclusively in the Concur booking tool to receive promotional A-List status for 90 days.

In addition, you can extend your promotional A-List status for an additional 12 months past your initial 90 day promotional period if UNM Business Travelers:

- Book and complete two round trips OR four one-way qualifying flights within your 90 day promotional period. Qualifying flights must be booked exclusively in the Concur booking tool and flown between your enrollment date and the end of your 90 day promotional period.

UNM Travel-Concur Booking Tool

UNM Travel manages the Concur Travel booking tool. All UNM employees already have a registered Concur profile via your UNM e-mail address.

Faculty and Staff will now have access to comprehensive travel management services, including:

- Air and ground transportation
- Hotel accommodations
- Group travel
- Duty of care
- 24/7 travel assistance
- UNM Enterprise/National Rent A Car contract pricing and local hotel partnership rates are available directly within Concur.

To begin, employees can visit the Concur travel login link on the [UNM Travel](#) website to sign in and complete their profile. Virtual demonstration sessions and training videos are also available on our website. The next Concur demonstration is scheduled on Wednesday, April 2nd, 2025 from 11:00 AM-12:00 PM.

To enroll in a demonstration or for any travel-related questions, employees can contact [UNM Travel](#).

Real ID Deadline Is Approaching

Beginning **May 7, 2025**, travelers will be required to present a REAL ID-compliant driver's license or identification card to board domestic flights, unless they have another acceptable form of identification, such as a passport.

More information can be found: [REAL ID | Homeland Security](#)