Using SWABIZ for Transportation Requests

Any Texas Tech traveler may use SWABIZ.com to book airfare for official travel. However, if a traveler needs a transportation request (TR) because they do not have a credit card, the ticket can be purchased through SWABIZ.com and there will be no agency booking fees.

You must use SWABIZ if you are travelling to one of the following cities (where there are four or more daily flights on Southwest):

- Albuquerque, NM
- Austin, TX
- Corpus Christi, TX
- Dallas, TX
- El Paso, TX
- Houston, TX
- Los Angeles, CA
- New Orleans, LA
- Oklahoma City, OK
- Phoenix, AZ
- San Antonio, TX
- San Diego, CA
- St. Louis, MO
- Tulsa, OK

If you are requesting a TR and there are circumstances that necessitate using another airline — such as scheduling difficulties or meetings that are closer to another airport than the one served by Southwest — you will need to contact Travel Services before booking the travel through a travel agent. (The preferred method is to email travelservices@ttu.edu so there is a written record of the request.) If you have not contacted us and we receive an application with a TR to one of the cities listed above through a travel agent, the application will automatically be denied.

If the traveler needs a TR, his or her Rapid Rewards account must be “linked” to the Texas Tech ID number (99132541) in order for Travel Services to authorize them to use the university’s central billing account. The authorization process is referred to as “Toggling On”. If this has not been done, their name will not appear on the master list and we will not be able to toggle them on to allow them to use the central billing account. Please see the last page of this document for instructions on how to get a Rapid Rewards account or how to link an existing rewards account to the Tech company number.

To obtain a TR through Southwest Airlines, please complete the following steps:

1. Submit an online travel application. Be sure to request a TR, and select “SWABIZ (TTU only)” as the travel agency. The system requires an agent’s name, so enter “Sandra” and estimate the cost of the airfare. (You can check the Southwest website for this.)

2. When you receive the automated email that the travel application has been approved, that also signifies that the traveler has been toggled on to SWABIZ and you can go in and purchase the ticket. This needs to be done as soon as possible or the authorization will expire. Please note if you are not the traveler and you are making the reservations please indicate who needs to be toggled on.
b. Click on “Travel Account Login” at the top of the screen. Log into the system using the company ID (99132541) and either yours or the traveler’s Rapid Rewards account number or user ID and password. **Please note if you use your Rapid Rewards number to make reservations for another traveler you may not use their rapid rewards number for the passenger information and you do not receive credit when you make reservations for another traveler.**
c. On the “Account Snapshot” screen, click on “Book Travel” at the top of the SWABIZ screen.
d. Enter the information requested (Where are you traveling? When are you traveling? etc.) and click on “Go To Next Step – Select Flight >>”.
e. Select the flights preferred by the traveler (Early Bird Check in Fees and Business Select require a Travel Exception Form and cannot be paid for with the TTU Travel Card) and click on “Go to Next Step – Price >>”.
f. Review the itinerary and pricing screen, making sure that the information is accurate. Click on “Go To Next Step – USA Purchase >>”.
g. If you are booking a flight for someone else – take your name out of the passenger name and enter theirs. You will also need to delete your Rapid Rewards number. Note, no credit card information will be requested unless the traveler has previously used a personal credit card for travel. In this case, select the “TTU Travel Card” choice under the option that says “USE DIFFERENT CARD”. In the section entitled “Enter Internal Reference Number” enter the online travel application number. **Be sure to enter a correct email address in the “Send Confirmation via…” section. This is where the receipt will be sent, and you will need this receipt when you file the voucher!** When everything is completed, continue the purchase by clicking on the “I Want To Purchase This Air Travel” button.
Southwest Airlines Traveler Account ~ Rapid Rewards Enrollment
Texas Tech University
SWABIZ Company ID: 99132541

If you have an existing SWAIZ Rapid Rewards account and online password:
1. Log on to www.swabiz.com
2. Click on the “Traveler Account Login” at the top right hand corner of the screen.
3. Enter your SWABIZ Company ID Number 99132541
4. Key in your personal Rapid Rewards number in the “Account Number” field
5. Key in your online Rapid Rewards password
6. Click the “Login” button. (This links your account to the TTU company ID)
7. Check for flight and get your price – then log out.
8. Submit your application with a request for a BTA/TR through SWABIZ.

If you have an existing Rapid Rewards account but do not have an online password:
1. Log on to www.swabiz.com
2. Click on the “Traveler Account Login” at the top right hand corner of the screen.
3. Under Password – click on Forgot Username or Password?
4. Enter your name, your Rapid Rewards account number, and the zip code for the mailing address listed on your account.
If SWA has an e-mail address on file for you within your Rapid Rewards account, you will receive a temporary password via e-mail.
If SWA does not have an e-mail address for you, you should call SWA Rapid Rewards at 1-800-445-5764
Passwords are case sensitive

If you have an existing Rapid Rewards account but do not know the account number:
1. Call SWA Rapid Rewards at 1-800-445-5764

If you do not have an existing Rapid Rewards account and password:
1. Log on to www.swabiz.com
2. Click on the “Traveler Account Login” tab at the top right hand corner of the screen.
3. Under the submit button at the bottom of the page and click on the “Create a MySouthwest Account” and Enroll in Rapid Rewards link.
4. Follow online enrollment process for Steps 1 and 2 (Steps 3-5 are optional)
5. Key in the assigned “Company ID”: 99132541
6. When an account is set up follow the instruction under “If you have an existing SWA Rapid Rewards account and online password”. 