Booking your Flight through TTU SWABIZ

TTU SWABIZ ID # 99132541

Southwest is the recommended air carrier if you are traveling to a city that they service with 4+ daily flights. The benefit of using TTU SWABIZ is NO AGENCY BOOKING FEES!

- Albuquerque
- Dallas
- Austin
- El Paso
- Houston
- San Antonio
- Atlanta
- Baltimore
- Chicago-Midway
- Los Angeles-LAX
- Phoenix
- Orlando

Additional benefits: Exclusive Discounts for TTU SWABIZ bookings, 2 FREE checked bags *weight and size limits apply, no change/cancel fees **cancel must be at least 10min prior to departure.

Options for Booking your flight through TTU SWABIZ:

1. Utilize your personal credit card. (You will need to link your current rapid reward acct# to the TTU SWABIZ account.) Proceed to SWABIZ.com to book.

OR

2. Utilize the TTU SWABIZ credit card to book your trip.
   ✓ This require a Travel Application be completed in the Travel 2.0 system.
   ✓ Select SWABIZ (TTU only) as travel agency.

✓ Name of Contact agent --> who will book the ticket? = Traveler or Preparer
✓ Estimate the cost of the airfare. Utilize SWABIZ to price trip and attach screenshot to your travel application for reference.
Travel services will receive the BTA request and **Grant Access** (referred to as Toggle-on) to the preparer and/or traveler. This will enable the use of the TTU SWABIZ credit card to purchase ticket(s).

**Early Bird check-in is not allowed on the TTU SWABIZ card.**

**View Traveler Account**

Changes made to a Traveler's Name, Email Address, and/or Phone will not be reflected here until the day after a change is made.

<table>
<thead>
<tr>
<th>Account Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler: <strong>Marjean Pressimone</strong></td>
</tr>
<tr>
<td>Email Address: <a href="mailto:mpressim@ttu.edu">mpressim@ttu.edu</a></td>
</tr>
<tr>
<td>Phone: (multiple lines)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Control Card</th>
<th>Not Allowed To Use</th>
<th>Allowed To Use</th>
<th>Required To Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>TTUCARD</td>
<td></td>
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</table>

Save Changes

- *Your access will remain available until 4pm. If you have issues, please email: [travelservices@ttu.edu](mailto:travelservices@ttu.edu).

Next step: **Booking** -- Go to [www.swabiz.com](http://www.swabiz.com)

- ✓ Click on Traveler tab and log-in. Company ID#99132541. Start booking flight(s)!

- ✓ Review flight details and proceed to payment. If you are a **preparer**, make sure to update the “Who’s flying” section with your traveler’s information. Must have correct name, DOB, and RR#. 

- ✓ Secure traveler information. Special Assistance.
✓ We do not utilize the Internal Reference number
✓ Next step is payment. You can utilize Travel Funds, LUV voucher, Southwest Gift card or credit card. To bill to the TTU SWABIZ card you would select: TTU CITIBANK

✓ Enter email information for additional trip itineraries. **A copy of the itinerary will also send automatically to Travel Services.

✓ **Click Purchase and you are done!**