



# 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.

The screenshot shows the 'Business Travel Account (BTA) / Transportation Request (TR)' form in the TTU Travel 2.0 system. The form includes a navigation menu on the left with options like Applications, Voucher, Reports, Admin, and Help Resources. The main content area contains a breadcrumb trail, a title, and instructions for using the University Business Travel Account (BTA). A checkbox is checked for using the BTA for airfare expense. A note states that employees do not qualify for a BTA/TR if they owe an outstanding balance or have personal travel. The form has fields for selecting the travel agency (SWABIZ), entering the name of the contact agent, and providing the destination city and state. There is also a field for the amount of the request and a 'Next' button.

- ✓ 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.

| Account Information |                       |                                  |                       |
|---------------------|-----------------------|----------------------------------|-----------------------|
| Traveler:           | MARJEAN PRESSIMONE    |                                  |                       |
| Email Address:      | mpressim@ttu.edu      |                                  |                       |
| Phone:              | [REDACTED]            |                                  |                       |
| Ghost Cards         | Not Allowed To Use    | Allowed To Use                   | Required To Use       |
| TTUCITICARD         | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |

- \*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)!

#### Already enrolled?

Log in to start booking, view travel itineraries, and more.

\* Required

COMPANY ID NUMBER \*

[Log in with my Rapid Rewards® account](#)

RAPID REWARDS ACCOUNT NUMBER OR USERNAME

PASSWORD

[Need help logging in?](#)  Remember me

[Not a Rapid Rewards member? Enroll now](#)

- ✓ 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#.

#### Who's flying?

Please make sure names match government-issued IDs.

\* Required

FIRST NAME \*  MIDDLE NAME  LAST NAME \*  SUFFIX


DATE OF BIRTH \*    GENDER \*  RAPID REWARDS/ACCOUNT #


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

## Credit card & billing information

\* Required  
Only credit cards that have been stored under Select an account in the saved credit card/account option.

 Southwest uses a TLS connection to transmit sensitive information.

Saved credit card/account Select an account 

New credit card Select saved credit card/account.

- ✓ 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!**