

## Setting up your SWABIZ account with:

## Texas Tech University Company ID: 99132541

- Log on to <u>www.swabiz.com</u>
- Click on the "Traveler" Account login

	Southwest Business	FLIGHT   HOTEL   CAR ENR	OLL COMPANY SV	VABIZ <sup>®</sup> 101 CORPORATE	Espanor	
	Travel Advisory: COVID-19 Update					
	Our Heart continues to gro	W. LOGIN	🕝 CHECK IN	<b>()</b> FLIGHT STATUS	CHANGE/CANCEL	
	Now selling flights to many new destina See where else we can take your comp Learn more >	tions. any. Already Log in to start b	enrolled?	neraries, and more.		
	What can SWABIZ® do for you?	Traveler	Travel Manager			
	0 🕺 🗸	* Required	MBER *			
	No transaction Book on behalf View an fees of travelers manage rep	d 99132	2541			
	Enroll now >					
		▲ Log in wit	th my Rapid Rewards	© account		
Heartone	D Southwest	RAPID REWARD:	S ACCOUNT NUMBER (	DR USERNAME		
		PASSWORD				
		Need help loggi	ing in?		Remember me	
		Not a Rapid Re	wards member?		Log in	

- Enter SWABIZ Company ID# 99132541
- Enter your Rapid Reward #
- Enter your Rapid Reward password (if you do not have a password -->Need help logging in) Don't have a Rapid Rewards account --> Use the Enroll Now link.
- Click Log in
- You will get a message asking if you want to link to Texas Tech University account. YES, to proceed.

## **Remember**

If you are wanting to utilize the TTU SWABIZ credit card you will need to complete a Travel application in the Travel 2.0 system; requesting a BTA/TR with SWABIZ.

TRAVEL 2.0				
Applications	Create a New Application	ravel 2.0 »		
Voucher Reports	Load a Partially Completed Application	Fexas Tech Online Travel!		
Admin Help	View Submitted Applications			
	Advance/BTA Documentation	ne w many vouchers have been received by the Travel Office and are currently being processed. This of how long it might take for your yourber to get approved. On average TTU completes 13		
	Cancel an Application/Voucher	completes 9 per day. These numbers, however, vary significantly on a day to day basis by 50% or		
	Contact Travel Office Regarding An Application	rs		
	TTU 8			

If you have a rapid rewards account but forgot the number contact: SWA Rapid Rewards at **1-800-445-5764** for assistance.