



# 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 Pre-Approval be completed in the Emburse Enterprise system.**
  - ✓ Select SWABIZ (TTU only) as travel agency.

BTA will be used

BTA

Vacation taken on this trip

Fiscal Year

- ✓ Estimate the cost of the airfare on the airfare tile. Utilize SWABIZ to price trip and attach screenshot to your Pre-Approval on the header page for reference.
- ✓ Please list the name of the person that will be booking the ticket in the description. This will be the person we grant access to utilize the TTU SWABIZ credit card for the purchase.



# PROCUREMENT SERVICES

TEXAS TECH  
Administration & Finance  
Financial & Business Services

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"/>

[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)!

### Already enrolled?

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

[Traveler](#) [Travel Manager](#)

\* 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](#) [Log in](#)

- ✓ 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!**