SWABIZ for Connexxus
Program Overview
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Benefits

- **NO booking fee**
- **Access to full Southwest booking inventory, including ‘Wanna Get Away’ web only fares**
- **UC-negotiated discounts of up to 8% (based on fare purchased)**
- **Increased Rapid Reward points (one way=250 points)**
- **Rental car reservation with UC-negotiated rates and insurance coverage**
Access

• Login to the Connexxus portal to find the SWABIZ link
• Your Rapid Reward account, using UC's Company ID (99723724), allows you to take advantage of negotiated discounts and to receive increased rapid reward points

Tips

• The Connexxus profile is not tied to the SWABIZ site. Any updates to your Southwest profile must be made through your Rapid Rewards account
• SWABIZ will not send travel information to UC Risk Management for insurance registration. Register trips for business using this form: https://www.uctrips-insurance.org/servlet/guest?service=0&formId=2
Rapid Reward Enrollment

First time users should enroll in the Rapid Rewards program using UC’s Account number (Company ID) 99723724 to receive discounts and increased Rapid Reward points.
Booking Process

Traveler Accounts

If you are a Rapid Rewards Member, you already have an account number. To access your account and update your travel preferences, login to the right. If you do not have your Company ID number, please contact your Company Travel Manager.

Convenient Features just for you.
- View travel itineraries
- Quick reservations based on travel preferences and stored trips
- Store credit card preferences for added convenience
- View your Rapid Rewards account activity and Awards
- Verify/change your account information
- Change your password
- Request past flight credit for your Rapid Rewards Account

Step 1: Log in to your traveler account using UC’s Account number (Company ID) 99723724
Booking Process

Step 2: Search for your ticket

Click "Book Travel" to begin your reservation
Step 3: Select your desired flights

Select Departing Flight: Oakland, CA to Burbank, CA

<table>
<thead>
<tr>
<th>Date</th>
<th>Fares</th>
<th>DOLLARS</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>$219</td>
<td>2,020</td>
<td>158</td>
</tr>
</tbody>
</table>

All fares are rounded up to the nearest dollar.
Step 4: Confirm flights and proceed to checkout.

Oakland, CA to Burbank, CA

<table>
<thead>
<tr>
<th>DEPART</th>
<th>RETURN</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRI 09:30 AM Depart Oakland, CA (OAK) on Southwest Airlines</td>
<td></td>
</tr>
<tr>
<td>SUN 08:10 PM Depart Burbank, CA (BUR) on Southwest Airlines</td>
<td></td>
</tr>
<tr>
<td>FRI 10:35 AM Arrive in Burbank, CA (BUR)</td>
<td></td>
</tr>
<tr>
<td>SUN 09:20 PM Arrive in Oakland, CA (OAK)</td>
<td></td>
</tr>
</tbody>
</table>

Total Price: $126.80

What you need to know to travel:
- Don't forget to check in for your flight(s) 24 hours before your trip on southwest.com or your mobile device.
- Southwest Airlines does not have assigned seats, so you can choose your seat when you board the plane. You will be assigned a boarding position based on your check-in time. The earlier you check in, within 24 hours of your flight, the earlier you get to board.
Step 5: Log into your account to confirm purchase of ticket
Step 6: Verify your association with UC by clicking “Yes, this is correct”
Booking Process

**Step 7:** Confirm traveler details as required by TSA

![Booking Process Image]
Payment

Only personal credit cards can be used to complete purchase on the SWABIZ site. Trips that require CTS/Direct Bill must be booked with a Connexxus travel agency.

What Payment Method Would You Prefer?

- Payment Preference
  - Credit Card

- Card Type
  - Select Your Card
  - Visa
  - MasterCard
  - Discover Network
  - American Express
  - UATP
  - Diners Club

- Card Number
- Expiration Date
- First Name
- Last Name
- Billing Street Address
- City
- State
- Zip Code
- Country

- Address Type
  - Home
  - Business
  - Other
Car Reservations

UC preferred car supplier information has been programmed into SWABIZ. Select the “Car” tab as shown to reserve a car that matches time and place with your flight.
Completed by
Central Travel Office

Email
uctravel@ucop.edu

Portal
www.travel.ucop.edu

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