

SWABIZ for Connexxus

Program Overview



southwest.com for Business Travel

SWABIZ for Connexus - Index

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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 Connexus 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 Connexus 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


The screenshot shows the SWABIZ website's Rapid Rewards enrollment page. The top navigation bar includes links for 'Book Travel', 'Leisure Offers', 'Travel Tools', and 'Rapid Rewards®'. Below this, a sub-navigation bar for 'Rapid Rewards' lists links: 'About Rapid Rewards', 'How to Earn', 'How to Redeem', 'Tiers & More', 'Partners', and 'Promotions'. The main content area features a large banner with the text 'RAPID REWARDS®' and a description: 'Earning reward flights is now even faster and easier than before. With more ways to earn and more ways to redeem, you now have more reasons to start planning your next getaway.' Below the banner is a list of benefits: 'Unlimited reward seats.', 'No blackout dates.', 'Your points don't expire**.', 'Earn points for every dollar you spend.', and 'Redeem for International flights and more.' To the right of the list is a circular button that says 'NOT A CURRENT MEMBER?' with an 'ENROLL' button below it. On the right side of the page, there is a 'Quick Air Links' section with links for 'Check In', 'Change Flight', and 'Check Flight Status'. Below that is an 'Account Login' section with a link to 'Enroll Now!' and a 'Welcome' message for a user with 'Your SWABIZ Company ID 99723724'. At the bottom of the right sidebar are three buttons: 'Manage Travel', 'Shopping Cart', and 'Rapid Rewards'.

Booking Process

Home | Sign Up 'n Save | About Southwest | Help | [Traveler Account Login](#) | Español

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[Book Travel](#) | [Leisure Offers](#) | [Travel Tools](#) | [Rapid Rewards®](#)



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

If you have a Rapid Reward account, login using UC's Company ID to take advantage of any negotiated discounts and to receive increased rapid rewards on your account

Traveler Account Login

Company ID
99723724

Account Number or Username

You may omit leading zeroes

Password (Case Sensitive)

[Need help logging in?](#)

☐ Remember me on this computer

Submit

[Important Login Information](#)
[Create an 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

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Book Travel | Leisure Offers | Travel Tools | Rapid Rewards®

University of California Systems Travel Reservation

AIR | **CAR**

Air: [Manage Reservation](#) | [Check In Online](#) | [Flight Status](#) | [Travel Outside U.S.](#) | [Low Fare Calendar](#) | [Routes](#) | [Schedules](#) | [Products](#) | [Business Travel & Groups](#) | [Airport Information](#)

Air | **Car**

Click "Book Travel" to begin your reservation

Show Fares in ☒ \$ ☐ Points | Select points for an Award Booking

Select Recent Search

Recent Searches

☒ Round Trip ☐ One-Way

From Departure City or Airport Code

To Arrival City or Airport Code

Return Return City or Airport Code

Depart 12/17/2013

Time of Day Anytime

Return 12/18/2013

Time of Day Anytime

Passengers

1 Adult Ages 2+ 0 Seniors Ages 65+ [See Where We Fly Group Travel \(10+\)](#)

Promo Code

Search

NO CHANGE FEES
SOUTHWEST AIRLINES
Fare Difference May Apply

Quick Air Links

- [Check In](#)
- [Change Flight](#)
- [Check Flight Status](#)

Account Login [Enroll Now!](#)

Welcome
Your SWABIZ Company ID
99723724

- [Manage Travel](#)
- [Shopping Cart](#)
- [Rapid Rewards](#)

View Fares On A Map

[Search Now](#)

BAG FEES DON'T FLY WITH US

Booking Process

Step 3: Select your desired flights

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[Book Travel](#)
[Leisure Offers](#)
[Travel Tools](#)
[Rapid Rewards®](#)

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AIR

CAR

Search Flights

Select Flights

Price

Purchase

Confirmed

Enjoy!

Welcome University of California Systems Travelers!
SEE PREFERRED CORPORATE FARES BELOW!

Quick Air Links

- Check In
- Change Flight
- Check Flight Status

Account Login

Enroll Now!

Welcome
Your SWABIZ Company ID
99723724

Manage Travel

Shopping Cart

Rapid Rewards

Select Departing Flight:
Oakland, CA to Burbank, CA

Modify Search

Round Trip

One-Way

Additional Search Options

From:

Oakland, CA - OAK

To:

Burbank, CA - BUR

Add another flight

First 2 Bags Fly Free®.
Weight, size & excess limits apply.

Gov't taxes & fees now included

DEC 29 SUN

DEC 30 MON

DEC 31 TUE

JAN 1 WED

JAN 2 THU

JAN 3 FRI

JAN 4 SAT

JAN 5 SUN

JAN 6 MON

JAN 7 TUE

JAN 8 WED

Try our Low Fare Calendar
Quickly find our lowest fares

Fares In:

DOLLARS

\$58 - \$219

POINTS

2,820 - 27,120

All fares are rounded up to the nearest dollar.

Depart	Arrive	Flight #	Routing	Travel Time	Business Select \$219	Anytime \$199	Wanna Get Away \$58 - \$79
6:35 AM	7:45 AM	256	Nonstop	1h 10m	<input type="radio"/> \$219 \$237	<input type="radio"/> \$199 \$215	Web Only! <input type="radio"/> \$58
7:35 AM	8:40 AM	835	Nonstop	1h 05m	<input type="radio"/> \$219 \$237	<input type="radio"/> \$199 \$215	Web Only! <input type="radio"/> \$58

**BAG FEES
DON'T FLY
WITH US.**

Other Airlines charge up to \$120 roundtrip. On Southwest Airlines Bags Fly Free®!

Booking Process

Step 4: Confirm flights and proceed to checkout

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[Leisure Offers](#)
[Travel Tools](#)
[Rapid Rewards®](#)

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AIR

CAR

Search Flights

Select Flights

Price

Purchase

Confirmed

Oakland, CA to Burbank, CA

Air

Total Price: \$126.80

ITINERARY

<div>DEPART</div> <div>JAN 3</div> <div>FRI</div>	<div>09:30 AM</div> <div>Depart Oakland, CA (OAK) on Southwest Airlines</div> <div>10:35 AM</div> <div>Arrive in Burbank, CA (BUR)</div>	<div>Flight #1692 SOUTHWEST</div> <div>WiFi available</div>	<div>Friday, January 3, 2014</div> <div>Travel Time 1 h 05 m (Nonstop)</div> <div>Wanna Get Away</div>
<div>RETURN</div> <div>JAN 5</div> <div>SUN</div>	<div>08:10 PM</div> <div>Depart Burbank, CA (BUR) on Southwest Airlines</div> <div>09:20 PM</div> <div>Arrive in Oakland, CA (OAK)</div>	<div>Flight #1565 SOUTHWEST</div> <div>WiFi available</div>	<div>Sunday, January 5, 2014</div> <div>Travel Time 1 h 10 m (Nonstop)</div> <div>Wanna Get Away</div>

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 checkin time. The earlier you check in, within 24 hours of your flight, the earlier you get to board.

PRICE: ADULT

Trip	Routing	Fare Type View Fare Rules	Fare Details	Quantity	Total
Depart	OAK-BUR	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (nontransferable - no name changes allowed) Nonrefundable unless purchased with Points 	1	\$57.90
Return	BUR-OAK	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (nontransferable - no name changes allowed) Nonrefundable unless purchased with Points 	1	\$68.90

Quick Air Links

- [Check In](#)
- [Change Flight](#)
- [Check Flight Status](#)

Account Login

Enroll Now!

Welcome

Your SWABIZ Company ID 99723724

Manage Travel

Shopping Cart

Air

Modify | Remove

JAN 3

Depart Flt 1692

OAK BUR

FRI 9:30 AM 10:35 AM

Adult Air fare per person \$57.90

Wanna Get Away fare

JAN 5

Return Flt 1565

BUR OAK

SUN 8:10 PM 9:20 PM

Adult Air fare per person \$68.90

Wanna Get Away fare

Cost Breakdown

Adult \$126.80 x 1 \$126.80

Govt. Taxes & Fees

We'll reserve the flight upon purchase completion.

Trip Total \$126.80

Not ready to book yet? Save this trip and book later.

Save Flight

Checkout

Booking Process

Step 5: Log into your account to confirm purchase of ticket

Home | Sign Up 'n Save | About Southwest | Help | **Traveler Account Login**

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AIR **CAR**

✓ Search Flights → ✓ Select Flights → ✓ Price → **Purchase** Confirmed

Enter Traveler Info

* Required

✈ Who's Flying?

Passenger 1: First, Middle, and Last Name must match government-issued photo identification. (Adult)

First Name * Middle Name ? Last Name * Suffix

Rapid Rewards Account #

[Add/Edit Disability Assistance Options](#)

Required TSA Secure Flight Information *

Date of Birth * Gender * Redress # (optional) ?

Select Month Select Day Select Year

* The TSA Secure Flight program requires Southwest Airlines to collect this information for each passenger. [Get Details.](#)

Quick Air Links

- Check In
- Change Flight
- Check Flight Status

Welcome,

YOUR SWABIZ COMPANY ID
99723724

Shopping Cart

Air [Modify](#) | [Remove](#)

Depart - Sep. 28
OAK ⇄ LAX

Return - Oct. 5
LAX ⇄ OAK

Total \$119.40

We'll reserve this air upon

Booking Process

Step 6: Verify your association with UC by clicking “Yes, this is correct”

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MY ACCOUNT
[HELP](#)

Please verify the following information:

Our records indicate that you have not previously used your Traveler Account in conjunction with **University of California Systems**. If you would like to associate your account with this Company, please verify that the following information is correct.

Company: **University of California Systems**

Name: **DORA EXPLORER**

[Yes, This is Correct](#) [No, Go Back to Login](#)

[Home](#) | [Reservations](#) | [Leisure Offers](#) | [Travel Tools](#) | [Rapid Rewards](#)
[Schedules](#) | [Flight Status](#) | [Travel Managers](#) | [E-mail Updates](#)
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Booking Process

Step 7: Confirm traveler details as required by TSA

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Book TravelLeisure OffersTravel ToolsRapid Rewards®

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AIRCAR

✓ Search Flights → ✓ Select Flights → ✓ Price → **Purchase** → Confirmed

Enter Traveler Info

* Required

✈ Who's Flying?

Passenger 1: First, Middle, and Last Name must match government-issued photo identification. (Adult)

First Name *	Middle Name ⓘ	Last Name *	Suffix
Giesel		Velez	▼

Rapid Rewards Account #
XXXXXXXX

[Add/Edit Disability Assistance Options](#)

Required TSA Secure Flight Information *

Date of Birth * ⓘ Gender * ⓘ [Redress # \(optional\) ⓘ](#)

Select Month ▼ Select Day ▼ Select Year ▼ ▼

* The TSA Secure Flight program requires Southwest Airlines to collect this information for each passenger. [Get Details.](#)

Quick Air Links

- ▶ Check In
- ▶ Change Flight
- ▶ Check Flight Status

Welcome, **Giesel Velez** [Logout](#)

YOUR SWABIZ COMPANY ID
99723724

[View My Traveler Account](#)

My Cart

Air [Modify](#) | [Remove](#)

Depart - Sep. 27
OAK ⇄ LAX

Return - Oct. 4
LAX ⇄ OAK

Total **\$119.40**

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 Connexus travel agency

What Payment Method Would You Prefer?

*Payment Preference

☒ Credit Card

*Card Type	Select Your Card	
*Card Number	Select Your Card	Select credit card
*Expiration Date	Rapid Rewards Visa	ect Year
	Discover Network	
*First Name	American Express	
*Last Name	UATP	
*Billing Street Address	Diners Club	
*City		
*State	California	
*Zip Code		
*Country	UNITED STATES OF AMERICA - (US)	
*Address Type	<input checked="" type="radio"/> Home <input type="radio"/> Business <input type="radio"/> 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

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Book Travel | **Leisure Offers** | **Travel Tools** | **Rapid Rewards®**

University of California Systems Travel Reservation

AIR | **CAR**

Car: [Manage Car Reservation](#) • [Vehicle Types](#) • [Why Book With Us?](#)

Car

Type in any city or airport in the U.S., [Canada](#) or [Mexico](#)

Pickup Location **Date** **Time** **Dropoff Location** **Date** **Time**

Los Angeles, CA - LAX 09/30/2010 09:00AM Los Angeles, CA - LAX 10/04/2010 06:00AM

Which Company? (optional) **Vehicle Type** (optional)

Shop Approved Car Vendors Mid-size

Discount/Promo/Member Code (optional)

--Select Rental Company-- --Select Type of Promotion Code-- Enter Code [Add another promo code](#)

Corporate Rate Codes for Enterprise, Hertz, National that are managed by your Travel Manager will automatically be applied.

Find Cars

Quick Air Links

- Check In
- Change Flight
- Check Flight Status

Welcome,

YOUR SWABIZ COMPANY ID
99723724

Shopping Cart

Air [Modify](#) | [Remove](#)

Depart - Sep. 30
OAK → LAX
Return - Oct. 4
LAX → OAK

Total **\$119.40**



Completed by
Central Travel Office

Email
uctravel@ucop.edu

Portal
www.travel.ucop.edu

Revised
December 2013