

# SWABIZ for Connexxus

## Program Overview



*southwest.com for Business Travel*

# SWABIZ for Connexxus - 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 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



The screenshot shows the SWABIZ website for Southwest Business Travel. The top navigation bar includes links for Book Travel, Leisure Offers, Travel Tools, and Rapid Rewards. The Rapid Rewards section is currently active, displaying sub-links for About Rapid Rewards, How to Earn, How to Redeem, Tiers & More, Partners, and Promotions. The main content area features a tropical beach background with the text "RAPID REWARDS®" and 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. A circular button on the right says "NOT A CURRENT MEMBER? ENROLL". The right sidebar contains "Quick Air Links" for Check In, Change Flight, and Check Flight Status, as well as "Account Login" and "Welcome" for Company ID 99723724. Other sidebar options include Manage Travel, Shopping Cart, and Rapid Rewards.

# Booking Process

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

**SWABIZ**  
southwest.com for Business Travel

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

**Traveler Accounts**

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

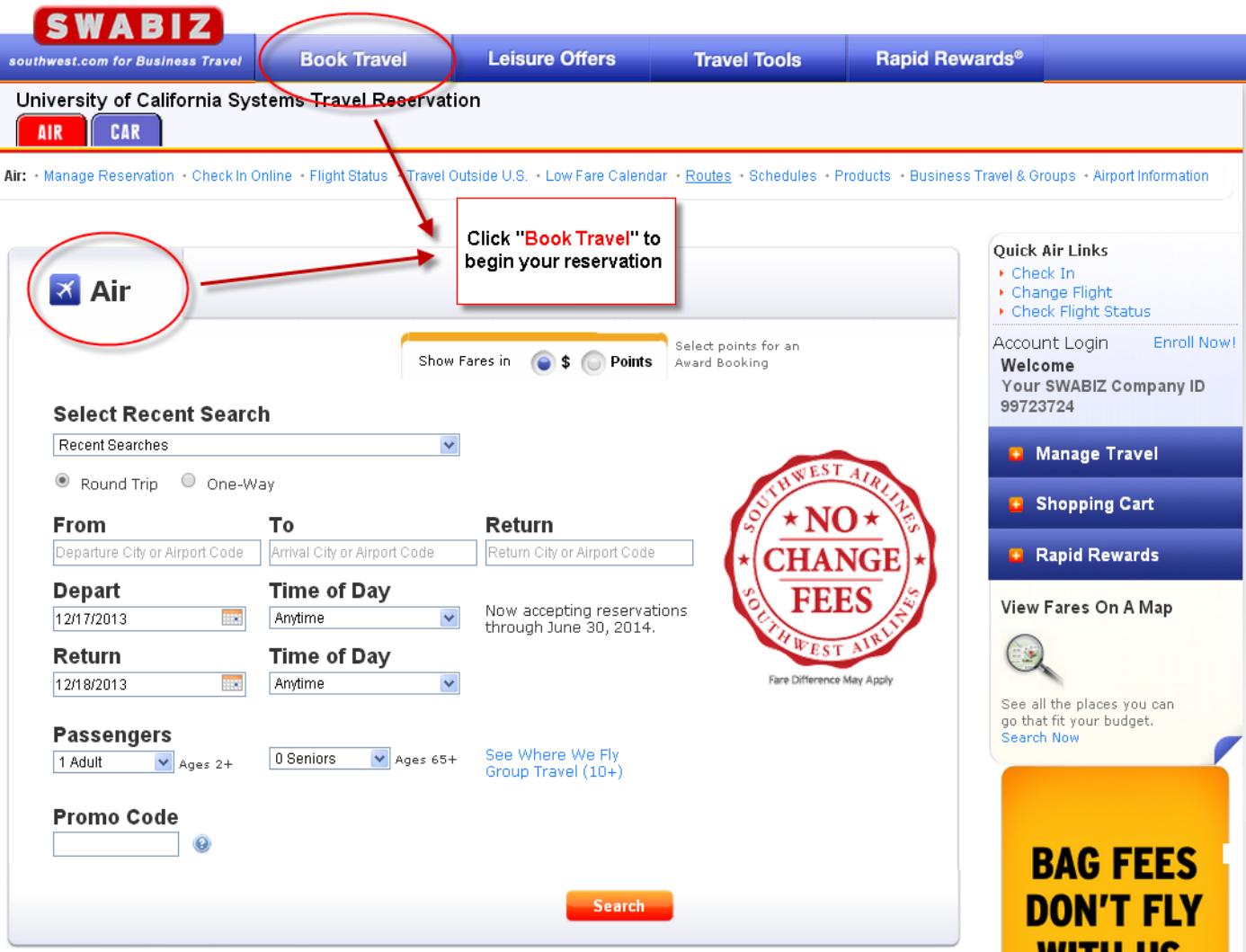
**Submit**

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



The screenshot shows the SWABIZ travel booking interface. At the top, there is a navigation bar with links for Book Travel, Leisure Offers, Travel Tools, and Rapid Rewards. The Book Travel link is circled in red. Below the navigation bar, there is a section for "University of California Systems Travel Reservation" with "AIR" and "CAR" buttons. The "AIR" button is circled in red. A red arrow points from the "AIR" button to a callout box containing the text "Click 'Book Travel' to begin your reservation". Another red arrow points from the "Book Travel" link in the navigation bar to the same callout box. The main search form is titled "Select Recent Search" and includes fields for "From", "To", "Return", "Depart", "Return", "Time of Day", "Passengers", and "Promo Code". To the right of the search form is a "NO CHANGE FEES" badge from Southwest Airlines. The badge is red with white text and a star border. Below the badge is a note: "Now accepting reservations through June 30, 2014." and "Fare Difference May Apply". On the right side of the page, there is a sidebar with "Quick Air Links" (Check In, Change Flight, Check Flight Status), "Account Login" (Welcome, Your SWABIZ Company ID 99723724, Enroll Now!), and links for "Manage Travel", "Shopping Cart", and "Rapid Rewards". There is also a "View Fares On A Map" section with a magnifying glass icon and a note: "See all the places you can go that fit your budget. Search Now". At the bottom right is a yellow box with the text "BAG FEES DON'T FLY WITH US".

# Booking Process

## Step 3: Select your desired flights

The screenshot shows the SWABIZ travel booking interface. At the top, there's a navigation bar with links for Book Travel, Leisure Offers, Travel Tools, and Rapid Rewards. Below the navigation bar, it says "University of California Systems Travel Reservation" with options for AIR and CAR. A progress bar shows the steps: Search Flights → Select Flights → Price → Purchase → Confirmed. A green banner says "Enjoy! Welcome University of California Systems Travelers! SEE PREFERRED CORPORATE FARES BELOW!"

**Select Departing Flight:**  
Oakland, CA to Burbank, CA

From:  To:  [Add another flight](#)

[Modify Search](#)  [Round Trip](#)  [One-Way](#) [Additional Search Options](#)

**First 2 Bags Fly Free®.** Weight, size & excess limits apply. | **Gov't taxes & fees now included**

DEC 29 SUN **30 MON** 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 <small>+237</small>	<input type="radio"/> \$199 <small>+215</small>	Web Only! <input type="radio"/> \$58
7:35 AM	8:40 AM	835	Nonstop	1h 05m	<input type="radio"/> \$219 <small>+237</small>	<input type="radio"/> \$199 <small>+215</small>	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

**University of California Systems Travel Reservation**

**AIR** **CAR**

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

**Oakland, CA to Burbank, CA**

**Air** Total Price: **\$126.80**

**ITINERARY**

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

**What you need to know about 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	<b>Wanna Get Away</b> Excellent Value	<ul style="list-style-type: none"><li>No Change Fees (applicable fare difference applies)</li><li>Reusable Funds (nontransferable - no name changes allowed)</li><li>Nonrefundable unless purchased with Points</li></ul>	1	\$57.90
Return	BUR-OAK	<b>Wanna Get Away</b> Excellent Value	<ul style="list-style-type: none"><li>No Change Fees (applicable fare difference applies)</li><li>Reusable Funds (nontransferable - no name changes allowed)</li><li>Nonrefundable unless purchased with Points</li></ul>	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**

Flight	From	To	Date	Time	Total	
Depart Flt 1692	OAK	BUR	FRI	9:30 AM	10:35 AM	Adult: Airfare per person Wanna Get Away fare \$57.90
Return Flt 1565	BUR	OAK	SUN	8:10 PM	9:20 PM	Adult: Airfare per person Wanna Get Away fare \$68.90

**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**

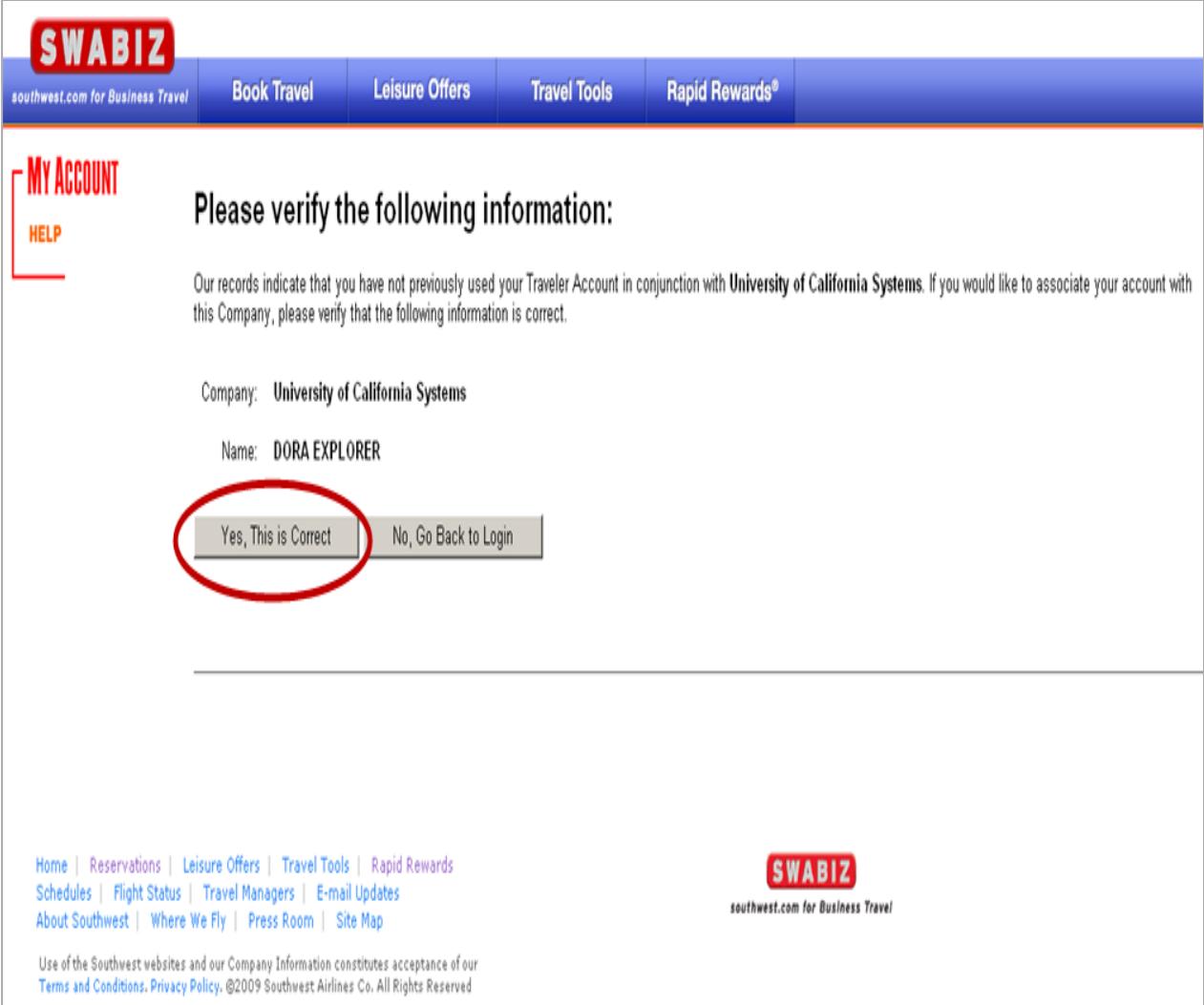
# Booking Process

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

The screenshot shows a travel booking interface for 'University of California Systems Travel Reservation'. At the top, there are tabs for 'Book Travel', 'Leisure Offers', 'Travel Tools', and 'Rapid Rewards®'. A red arrow points from the text 'Step 5: Log into your account to confirm purchase of ticket' to the 'Traveler Account Login' link in the top right corner. Another red circle highlights the 'Purchase' button in the breadcrumb navigation bar, which is also indicated by a red arrow. The main form is titled 'Enter Traveler Info' and includes fields for 'Who's Flying?' (Passenger 1: First, Middle, and Last Name must match government-issued photo identification, Adult), 'Rapid Rewards Account #', and 'Required TSA Secure Flight Information' (Date of Birth, Gender, Redress #). To the right, there is a sidebar with 'Quick Air Links' (Check In, Change Flight, Check Flight Status), a 'Welcome' message (YOUR SWABIZ COMPANY ID 99723724), a 'Shopping Cart' section (Air, Depart - Sep. 28, OAK ⇄ LAX, Return - Oct. 5, LAX ⇄ OAK, Total \$119.40), and a note 'We'll reserve this air upon'.

# Booking Process

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



The screenshot shows a web page titled "SWABIZ" with a sub-header "southwest.com for Business Travel". The top navigation bar includes links for "Book Travel", "Leisure Offers", "Travel Tools", and "Rapid Rewards®". On the left, there are "My Account" and "HELP" buttons. The main content area is titled "Please verify the following information:" and contains the following text: "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." Below this, the company name is listed as "University of California Systems" and the name as "DORA EXPLORER". At the bottom, there are two buttons: "Yes, This is Correct" (which is circled in red) and "No, Go Back to Login".

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  
About Southwest | Where We Fly | Press Room | Site Map

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SWABIZ  
southwest.com for Business Travel

# Booking Process

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

**SWABIZ**

southwest.com for Business Travel Book Travel Leisure Offers Travel Tools Rapid Rewards®

University of California Systems Travel Reservation

**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
Giesel		Velez	

Rapid Rewards Account #

XXXXXX

[Add/Edit Disability Assistance Options](#)

**Required TSA Secure Flight Information \***

Date of Birth \* i

Select Month   Select Day   Select Year  

Gender \* i + Redress # (optional) i

**Quick Air Links**

- Check In
- Change Flight
- Check Flight Status

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

YOUR SWABIZ COMPANY ID  
99723724

[View My Traveler Account](#)

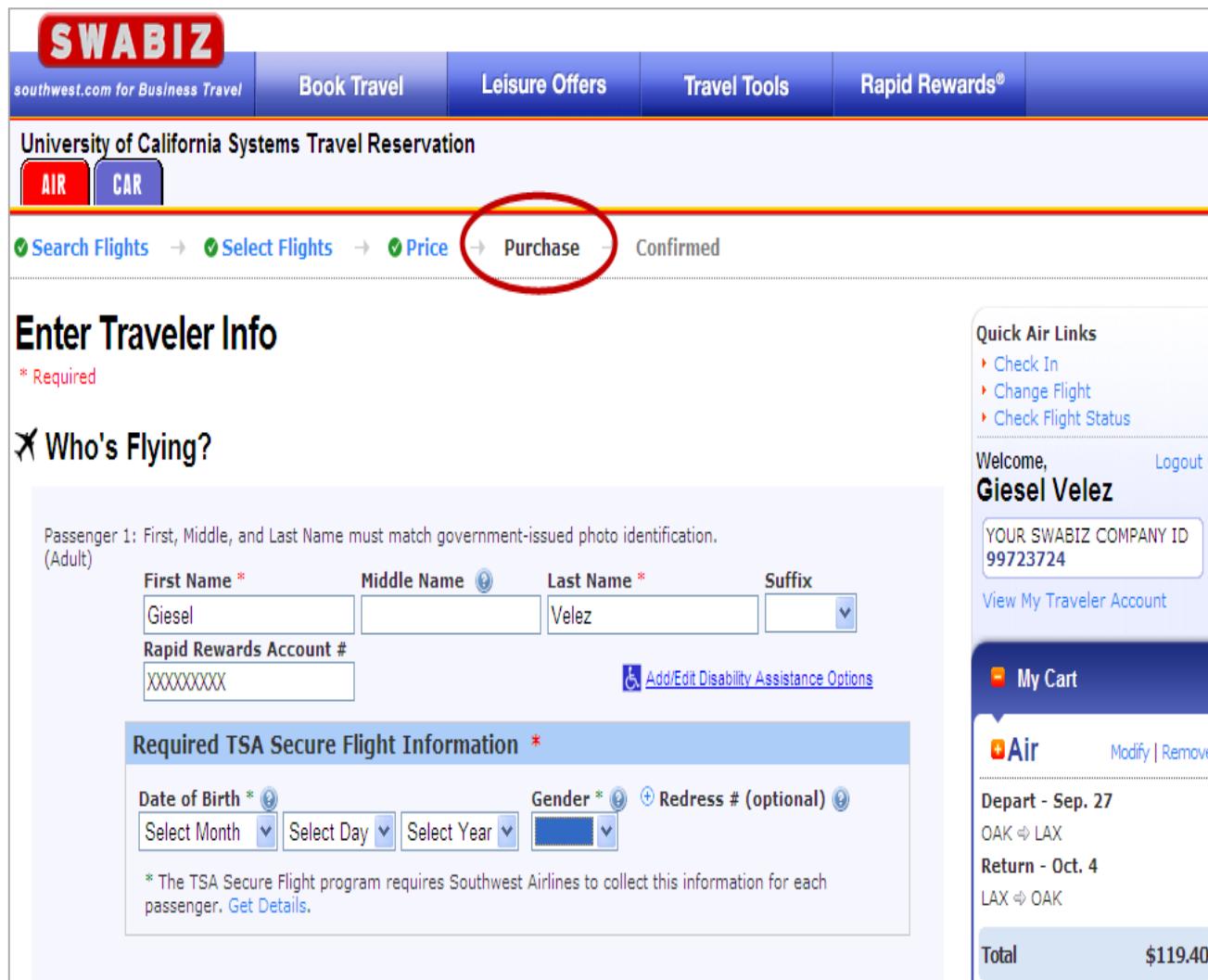
**My Cart**

**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 Connexxus travel agency

## What Payment Method Would You Prefer?

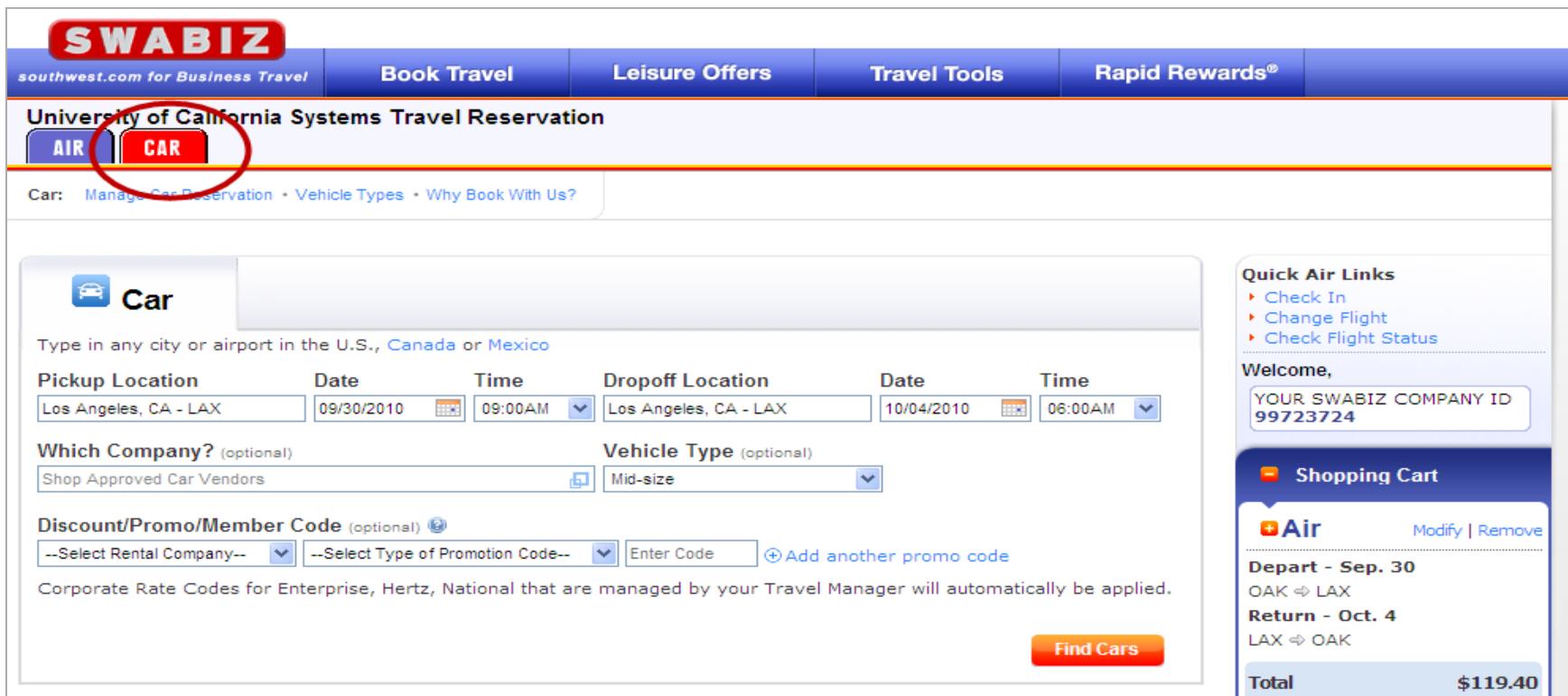
### \*Payment Preference

Credit Card

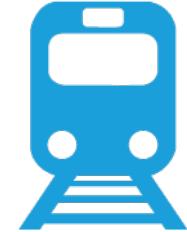
*Card Type	Select Your Card	<input type="button" value="Select credit card"/>
*Card Number	Select Your Card	
*Expiration Date	Visa	<input type="button" value="Select Year"/>
*First Name	MasterCard	
*Last Name	Discover Network	
<b>*Billing Street Address</b>		
<input type="text"/>		
<input type="text"/>		
<b>*City</b>		
<input type="text"/>		
<b>*State</b>		
California		
<b>*Zip Code</b>		
<input type="text"/> - <input type="text"/>		
<b>*Country</b>		
UNITED STATES OF AMERICA - (US)		
<b>*Address Type</b>		
<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



The screenshot shows the SWABIZ travel reservation interface. At the top, there is a navigation bar with links for Book Travel, Leisure Offers, Travel Tools, and Rapid Rewards®. Below the navigation bar, the title "University of California Systems Travel Reservation" is displayed. A red circle highlights the "CAR" tab, which is the active selection. The main form area is titled "Car" and contains fields for "Pickup Location" (Los Angeles, CA - LAX), "Date" (09/30/2010), "Time" (09:00AM), "Dropoff Location" (Los Angeles, CA - LAX), "Date" (10/04/2010), and "Time" (06:00AM). Below these fields are dropdowns for "Which Company?" (Shop Approved Car Vendors) and "Vehicle Type" (Mid-size). There are also fields for "Discount/Promo/Member Code" with options to "Select Rental Company", "Select Type of Promotion Code", "Enter Code", and "Add another promo code". A note states that Corporate Rate Codes for Enterprise, Hertz, National that are managed by your Travel Manager will automatically be applied. A red "Find Cars" button is located at the bottom of this form. To the right, a sidebar titled "Quick Air Links" includes links for Check In, Change Flight, and Check Flight Status. It also displays a "Welcome" message with the company ID "YOUR SWABIZ COMPANY ID 99723724". The sidebar also shows a "Shopping Cart" section for air travel, with a "Modify | Remove" link, flight details (Depart - Sep. 30, OAK ⇄ LAX; Return - Oct. 4, LAX ⇄ OAK), and a total cost of \$119.40.



Completed by  
Central Travel Office

Email  
[uctravel@ucop.edu](mailto:uctravel@ucop.edu)

Portal  
[www.travel.ucop.edu](http://www.travel.ucop.edu)

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