

CONNEXXUS

The University of California Travel Program



SWABIZ for Connexus Program Overview

Fall 2009

CONNEXXUS

The University of California Travel Program

SWABIZ for Connexus Overview

- Benefits
- Tips for using SWABIZ for Connexus
- Access and enrollment
- How to earn Rapid Rewards
 - New account setup
 - UC's Double Credit Program
 - Southwest's Fall Promotion (October 2009)
 - Registration
- How to apply Rapid Rewards account information into reservation
- Forms of payment accepted
- Car reservations
- TSA Secure Flight Requirements

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SWABIZ for Connexus Benefits

- Access to Southwest's booking inventory including 'Wanna Get Away' web only fares.
- No booking fee.
- Can reserve a rental car at UC's negotiated rate with insurance coverage directly through SWABIZ for Connexus.
- Earn double Rapid Reward credits.
- Earn additional Rapid Reward credit per one-way trip from Southwest's Fall promotion (expires 10/31/09).

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Tips for using SWABIZ for Connexus

- You must login to Connexus portal to access UC SWABIZ benefits. Select Book SWABIZ, Southwest's On-line Business Program located at home page.
- The Connexus traveler profile is not tied to UC's SWABIZ site.
 - Travel profiles updated in Connexus will not be sent to Southwest/SWABIZ.
 - Travel profile information for Southwest/SWABIZ must be updated through traveler Rapid Rewards account.
- Enter your Rapid Rewards account number and password when booking through SWABIZ in order to benefit from UC's Rapid Rewards double credit program.
 - To earn UC exclusive double Rapid Reward credit must be booked through SWABIZ located at Connexus portal.
 - Rapid Rewards account number must be added at time of reservation to be eligible for double credits.
 - Rapid Rewards number must be added at time of reservation.
 - If you have a Rapid Reward account but don't remember the number, please call (800) 445-5764 for Rapid Rewards Customer Service.
 - If you have a Rapid Rewards account but can't remember the password go to Traveler Account Login link located at top right of UC's SWABIZ home page to reset or request new password (know your Rapid Rewards number to complete the action).
 - To apply Rapid Rewards account information to your booking, follow the steps on slides 4-6.
 - Rapid Rewards account number must be added at time of reservation to be eligible for double credits.

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Tips for using SWABIZ for CONNEXXUS

- For help with a Southwest reservation through the SWABIZ link in Connexus, call Southwest at 1-800-435-9792.
- Connexus agencies and online sources: BCD/Cliqbook, Orbitz, and UC Travel Center/GetThere do not have access to SWABIZ reservations.
- Register out-of-state trips for business traveler accident insurance with UC Risk Management <https://www.uctrips-insurance.org/servlet/guest?service=0&formId=2>
 - Unlike Connexus travel management companies, SWABIZ will not send travel information to Worldcue/iJet.
- Earn extra Rapid Reward credit per one-way trip based on Fall promotion
 - In effect through October 31, 2009.
 - Those with existing Rapid Rewards account must register prior to 10/31/09 expiration date.
 - Newly enrolled Rapid Rewards members are automatically registered between October 2-31.
 - **Other terms and conditions apply.** For more information and to register go to http://luv.southwest.com/servlet/website/ResponseForm?IPHpkEuHmphgPpKL_eHgKpgnwHnL_90f

The screenshot shows a web browser window displaying the Southwest Airlines website. The browser's address bar shows the URL: <http://www.swabiz.com/flight/search-flight.html;jsessionid=9460A5A7868549641DEBDE3C4FD01CA9?memberName=&comp>. The website header includes the SWABIZ logo and navigation links: Home, Sign Up 'n Save, About Southwest, Help, and Traveler Account Login. Below the logo is a blue navigation bar with buttons for Book Travel, Leisure Offers, Travel Tools, and Rapid Rewards®. The Rapid Rewards button is circled in red. Below the navigation bar is a section for 'University of CA Systems Travel Reservation' with tabs for AIR, CAR, HOTEL, and TRAVEL SUMMARY. A progress bar shows the steps: PLAN TRIP, SELECT FLIGHT, PRICE, PURCHASE, and BOOKED. The main content area is titled 'Air' and includes options for Round Trip and One Way. It has fields for From, To, and Return, with a 'Depart City/Round Trip' dropdown. There are also fields for Depart and Return dates, and dropdowns for Anytime. The Passengers section shows 1 Adult, 0 Seniors, and a Group Travel (10+) link. A Promo Code field is also present. On the right side, there is a 'Welcome' message with the user's SWABIZ COMPANY ID (99515135) and sections for Helpful Links, Reward Booking, and Southwest Policies.

Rapid Rewards Enrollment

- Travelers will be taken to the UC's SWABIZ account. Select Rapid Rewards at top right of SWABIZ home page.
- First time users enroll in Rapid Rewards program.
- For those who have a Rapid Rewards account register for Fall double credit promotion. Travelers must know their Rapid Rewards number in order to register for Fall double credit promotion.

Rapid Rewards Enrollment and Fall Double Credit Promo

RAPID REWARDS

MYSOUTHWEST LOGIN

ABOUT RAPID REWARDS

HOW TO ENROLL

AWARDS

PARTNERS

RAPID REWARDS VISA

PROMOTIONS

RULES

RR A-LIST MEMBERSHIP

COMPANION PASS

BUSINESS SELECT BONUS CREDITS

RR E-MAIL UPDATES

FAQ

SOUTHWEST.COM
RAPID REWARDS

Southwest Airlines Rapid Rewards

Feel rewarded with Southwest Airlines Rapid Rewards. Fly just eight (8) roundtrips in 24 consecutive months and we'll give you a roundtrip Standard Award to any of more than 64 destinations Southwest serves.

Rapid Rewards—where you fly free faster.

[Enroll Now!](#)

Learn to earn even faster. Check out rapidrewards101.com

GO

Get a FREE FLIGHT by using the Rapid Rewards credit card from Chase.

[Apply](#) for the new Southwest Airlines Rapid Rewards Visa Signature card and receive a roundtrip Award even faster. Receive Double Reward Dollars on all Southwest Airlines flights, Southwest Airlines Vacations package purchases, and Rapid Rewards Preferred Hotel and Rental Car Partner purchases.

What's New

- [Earn Double Rapid Rewards Credit!](#) Fly any Southwest Airlines flight between [blank] and October 31, 2009 and get one bonus Rapid Rewards credit!

- First time enrollment select Enroll Now! Link. Registration will also include enrollment into Southwest Double Credit Promo. Note UC's Account number (Company ID) is 99723724.
- For those who have a Rapid Rewards account number select Earn Double Rapid Rewards Credit to enroll in Double Credit Promo.
- Once registration has been completed select Book Travel tab located at top left of enrollment and registration page to begin reservation process.

SWABIZ Booking Process

Southwest Airlines - Search for Flight(s) - Windows Internet Explorer

http://www.swabiz.com/flight/search-flight.html?ss=1&cid=99515135&disc=0%3A29%3A1253650218.665000%3A8777%4

File Edit View Favorites Tools Help

San Francisco, Oakland & Sa... Southwest Airlines - Sear...

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

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University of CA Systems Travel Reservation

AIR | CAR | HOTEL | TRAVEL SUMMARY

PLAN TRIP → SELECT FLIGHT → PRICE → PURCHASE → BOOKED

Air

Round Trip One Way

From: **To:** Amarillo, TX - AMA **Return:** Depart City/Round Trip

See where we fly

Depart: Before Noon Now accepting reservations through March 12, 2010.

Return: Noon - 6pm

Passengers: 1 Adult Ages 2+ 0 Seniors Ages 65+ [Group Travel \(10+\)](#)

Promo Code:

Welcome, **Debra Almason** [Logout](#)

YOUR SWABIZ COMPANY ID **99515135**

[View My Traveler Account](#)

Helpful Links

- ▶ Bags Fly Free
- ▶ New to Southwest?
- ▶ Flight Schedules

Reward Booking

- ▶ Book a Rapid Reward Ticket
- ▶ Companion Pass

Southwest Policies

Done Internet 100%

Step 1: Begin the air reservation process.

Southwest Airlines - Select Flight(s) - Windows Internet Explorer

http://www.swabiz.com/flight/select-flight.html?int=GNAVBOOKAIR_SBIZ&memberName=Debra&companyName=University- ktvu

File Edit View Favorites Tools Help

San Francisco, Oakland & Sa... Southwest Airlines - Search f... Southwest Airlines - Selec... X

PLAN TRIP → **SELECT FLIGHT** → PRICE → PURCHASE → BOOKED

Select Departing Flight:

Oakland, CA to Los Angeles, CA

Fares do not include government fees and taxes.

OCT 15 THU OCT 16 FRI OCT 17 SAT OCT 18 SUN OCT 19 MON OCT 20 TUE OCT 21 WED OCT 22 THU OCT 23 FRI OCT 24 SAT OCT 25 SUN

[Try our Low Fare Calendar](#)
Quickly find our lowest fares

Narrow Results

Nonstop Direct (No Plane Change, With Stops)

Depart	Arrive	Flight	Routing	Travel Time (hh:mm)	Business Select \$153	Anytime \$138	Wanna Get Away \$49 - \$124
6:00 AM	7:20 AM	3997	Nonstop	1:20	<input type="radio"/> \$153	<input type="radio"/> \$138	<input type="radio"/> \$49 Web Only!
7:00 AM	8:20 AM	2921	Nonstop	1:20	<input type="radio"/> \$153	<input type="radio"/> \$138	<input type="radio"/> \$49 Web Only!
8:00 AM	9:20 AM	410	Nonstop	1:20	<input type="radio"/> \$153	<input type="radio"/> \$138	<input type="radio"/> \$49 Web Only!
9:00 AM	10:20 AM	316	Nonstop	1:20	<input type="radio"/> \$153	<input type="radio"/> \$138	<input type="radio"/> \$49 Web Only!
10:00 AM	11:20 AM	3969	Nonstop	1:20	<input type="radio"/> \$153	<input type="radio"/> \$138	<input type="radio"/> \$49 Web Only!

Welcome, **Debra Almason** [Logout](#)

YOUR SWABIZ COMPANY ID
99515135

[View My Traveler Account](#)

Modify Search

From:

To:

Return:

Depart:

Return:

Passengers:

 Ages 2+ Ages 65+

Internet 100%

Step 2: Select desired flights.

Southwest Airlines - Pricing and Restrictions - Windows Internet Explorer

http://www.swabiz.com/flight/price-flight.html?int=GNAVBOOKAIR_SBIZ&companyName=University+of+CA+Systems&cid=...

File Edit View Favorites Tools Help

San Francisco, Oakland & Sa... Southwest Airlines - Search f... Southwest Airlines - Pricin... x

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Book Travel Leisure Offers Travel Tools Rapid Rewards®

University of CA Systems Travel Reservation

AIR CAR HOTEL TRAVEL SUMMARY

PLAN TRIP → SELECT FLIGHT → **PRICE** → PURCHASE → BOOKED

Oakland, CA to Los Angeles, CA

Air Itinerary and Pricing

PRICING

Passenger Type	Trip	Routing	Fare Type	Base Fare	Govt. Taxes and Fees	Quantity	Total
Adult	Depart	OAK-LAX	Wanna Get Away	\$45.58	\$14.02	1	\$59.60
Adult	Return	LAX-OAK	Wanna Get Away	\$45.58	\$14.02	1	\$59.60
Please read the fare rules associated with this purchase.				\$91.16	\$28.04	1	\$119.20

BAGS FLY FREE.™ \$0.00
NO CHARGE FOR 1ST OR 2ND CHECKED BAGS.
Weight and size limits apply.

AIR ITINERARY

DEPART	Flight	Flight #	Depart	Arrive	Time
OCT 20	Oakland, CA to Los Angeles, CA Tuesday, October 20, 2009 Travel Time 1 h 20 m (Nonstop)	#2921	Depart Oakland, CA (OAK)	Arrive in Los Angeles, CA (LAX)	7:00 AM 8:20 AM

Welcome, **Debra Almason** [Logout](#)

YOUR SWABIZ COMPANY ID 99515135

[View My Traveler Account](#)

Modify Search

From: Oakland, CA - OAK

To: Los Angeles, CA - LAX

Return: Depart City/Round Trip

Depart: 10/20/2009 Before Noon

Return: 10/20/2009 Noon - 6pm

Passengers:

Done Internet 100%

Step 3: Confirm selected flights and proceed to Purchase page.

Southwest Airlines - Payment Information - Windows Internet Explorer

https://www.swabiz.com/flight/purchase-flight.html?memberName=&companyName=University+of+CA+Systems&cid=

File Edit View Favorites Tools Help

San Francisco, Oakland & Sa... Southwest Airlines - Pay...

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

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University of CA Systems Travel Reservation

AIR | CAR | HOTEL | TRAVEL SUMMARY

PLAN TRIP → SELECT FLIGHT → PRICE → **PURCHASE** → BOOKED

Enter Passenger and Payment Info

* Required

1. Who is Flying?

Passenger 1: (Adult)

First Name * Last Name * Suffix Rapid Rewards Account #

[Add/Edit Disability Assistance Options](#)

Note: Rapid Rewards is our Frequent Flyer Program. Only passengers who are traveling may receive credit. Credits post seven to ten days after completion of flight. You may omit leading zeros and spaces when entering Account numbers.

2. How Can We Contact the Passenger? (only if we need to)

Providing a preferred mode of contact will help us expedite our efforts to contact you if necessary on the day of travel.

Welcome,
YOUR SWABIZ COMPANY ID
99515135

My Current Trip

Air [Modify](#)

OCT 20 Depart Ft 3997
OAK LAX
6:00 AM → 7:20 AM
Adult: \$45.58 / Person

OCT 20 Return Ft 1714
LAX OAK
12:00 PM → 1:15 PM
Adult: \$45.58 / Person

Trip Summary:
Adult: \$91.16 × 1 = **\$91.16**
[Govt. Taxes & Fees:](#) \$28.04

Trip Grand Total: \$119.20

Step 4: At purchase page, to have Rapid Rewards account profile information populate into reservation, travelers must select “**Traveler Account Login**” link in upper right corner first.

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Home | About Southwest | Help

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

Traveler Account Login

99723724
Company ID

Account Number
(you may omit leading zeroes)

Password
([Reset current or request new password.](#))

Remember my Company ID and account number for future login.

Login

Create an Account
If you do not already have an Account Number, you may [Create an account](#) now.

Important Login Information

To access to login, you must have previously been set up to access a "swabiz." This particular swabiz is used to remember your account number and password while you are viewing...

Step 5: SWABIZ Traveler Account Login

- Company ID: UC's SWABIZ account number will be pre-populated in the Company ID field.
- Enter Rapid Rewards Account Number) and Password.
- Select Login button.

SWABIZ Traveler Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <https://www.swabiz.com/cgi-bin/travelerAccountDashboard> Go Links >>

[Home](#) | [About Southwest](#) | [Help](#)

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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**

[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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Step 6: The next screen will verify if traveler would like to associate their Rapid Rewards account to the Universities' SWABIZ account. Select "Yes, This is Correct" if you'd like information from your Rapid Rewards account to populate in the reservation.

Southwest Airlines - Payment Information - Windows Internet Explorer

https://www.swabiz.com/flight/purchase-flight.html?int=GNAVBOOKAIR_SBIZ&memberName=Debra&companyName=

File Edit View Favorites Tools Help

San Francisco, Oakland & Sa... Southwest Airlines - Search F... Southwest Airlines - Pay...

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

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University of CA Systems Travel Reservation

AIR | CAR | HOTEL | TRAVEL SUMMARY

PLAN TRIP → SELECT FLIGHT → PRICE → **PURCHASE** → BOOKED

Enter Passenger and Payment Info

* Required

1. Who is Flying?

Passenger 1: **First Name *** **Last Name *** **Suffix** **Rapid Rewards Account #**

[Add/Edit Disability Assistance Options](#)

Note: Rapid Rewards is our Frequent Flyer Program. Only passengers who are traveling may receive credit. Credits post seven to ten days after completion of flight. You may omit leading zeros and spaces when entering Account numbers.

2. How Can We Contact the Passenger? (only if we need to)

Providing a preferred mode of contact will help us expedite our efforts to contact you if necessary on the day of travel.

Welcome, **Debra Almason** [Logout](#)

YOUR SWABIZ COMPANY ID
99515135

[View My Traveler Account](#)

My Current Trip

Air [Modify](#)

OCT 20 **Depart Flt 2921**
OAK 7:00 AM → LAX 8:20 AM
Adult: \$45.58 / Person

OCT 20 **Return Flt 73**
LAX 4:00 PM → OAK 5:15 PM
Adult: \$45.58 / Person

Trip Summary:
Adult: \$91.16 x 1 = **\$91.16**

Step 7: After the account has been verified/associated the traveler will be taken back to the **Purchase** page with their Rapid Rewards profile information pre-populated (i.e. First/Last name, Rapid Rewards number etc.). The traveler can proceed and complete the reservation by selecting the purchase button.

Southwest Airlines - Payment Information - Windows Internet Explorer

https://www.swabiz.com/flight/purchase-flight.html?memberName=&companyName=University+of+CA+Systems&cid=...

File Edit View Favorites Tools Help

San Francisco, Oakland... Southwest Airlines - Se... My Account Southwest Airlines - ...

4. Choose Payment Method

Payment Preference Credit Card

*Card Type Select Your Card
Select Your Card
Rapid Rewards Visa
Visa
MasterCard
Discover Network
American Express
Diners Club
UATP

*Card Number [] - []

*Expiration Date [] [] Select Year []

Add this credit card to MySouthwest account

Card Description (i.e. My Visa) []

*First Name []

*Last Name []

*Billing Street Address []
[]
[]

*City []

*State []

*Zip Code [] - []

*Country UNITED STATES OF AMERICA - (US)

*Address Type Home Business Other

5. Save Time on Future Purchases (Optional)

Internet 100%

Form of Payment: US Bank corporate Visa or other personal credit cards must be used for tickets purchased through SWABIZ for Connexus. Southwest trips that require CTS (ghost card) form of payment must be booked through BCD/Cliqbook, Orbitz for Connexus, or UC Travel Center/GetThere.

Southwest Airlines - Payment Information - Windows Internet Explorer

https://www.swabiz.com/flight/purchase-flight.html?memberName=&companyName=University+of+CA+Systems&cid=

File Edit View Favorites Tools Help

Fourth and Inches - Southwest Airlines - Pay...

card number will not be saved. (view our [privacy policy](#).)

6. Select Your Internal Reference Number

An internal reference number is a unique number used for your company's internal reporting purposes. This number may be a cost center, billing number, etc.

Select Existing IRN:

or Input Alternate IRN:

UCLA-University of CA Los Angeles
UCSD-University of CA San Diego

Note: Up to 30 characters. Letters and numbers only. Please omit punctuation, special characters, and spaces.

Select Campus

7. Choose Your Receipt Delivery

*Send my confirmation receipt via...

Email

Yes, I would like to receive free **CLICK 'N SAVE** weekly e-mails with advance notice of special offers. (A confirmation of enrollment will be sent via e-mail)

Fax to () - Receipts can be sent to U.S. fax numbers only.

Note: Receipts contain confidential billing information.

8. Let Them Know You are on Your Way

Share your trip itinerary with...

Internal Reference Number (IRN): During payment process select your Campus from (IRN) menu. This number is your campus identifier for reporting and security tracking purposes.

Southwest Airlines - Search for Flight(s) - Windows Internet Explorer

http://www.swabiz.com/flight/search-flight.html;jsessionid=2279EF385FE749E676A6467C4461A28C?int=GNAVBOOKAIR_SE

File Edit View Favorites Tools Help

Southwest Airlines Rental Ca... Southwest Airlines - Sear...

AIR LAK TRAVEL SUMMARY

PLAN TRIP → SELECT FLIGHT → PRICE → PURCHASE → BOOKED

Air

Round Trip One Way

From: Oakland, CA - OAK **To:** Los Angeles, CA - LAX **Return:** Depart City/Round Trip

See where we fly

Depart: 10/20/2009 Before Noon Now accepting reservations through March 12, 2010.

Return: 10/20/2009 Noon - 6pm

Passengers: 1 Adult Ages 2+ 0 Seniors Ages 65+ Group Travel (10+)

Promo Code: Optional

I would like to add Car to this trip

Search

Welcome, **Debra Almsan** Logout

YOUR SWABIZ COMPANY ID 99723724

View My Traveler Account

Helpful Links

- Bags Fly Free
- New to Southwest?
- Flight Schedules

Reward Booking

- Book a Rapid Reward Ticket
- Companion Pass

Southwest Policies

- Baggage Policies
- Unaccompanied Minors
- Traveling With Infants & Toddlers
- Traveling With Children (2-12 yrs)
- More

Car Reservation: UC preferred car supplier information has been programmed into SWABIZ account so Connexus discounts and insurance are included in reservation with Hertz, National and Enterprise.

To make a reservation, you can check next to add car to this trip, or select the car tab located at the top left side of the Plan Trip page.

Note: Hotels should be booked through one of the Connexus travel management companies.

TSA Secure Flight Requirements

Southwest Airlines has been working in cooperation with the TSA to introduce Secure Flight, a federally mandated program to enhance security of domestic and international air travel. Southwest airlines therefore is required as of October 1. 2009 to collect additional Secure Flight Passenger Data which includes:

- Passenger full name, exactly as it appears on the current (non-expired) government-issued photo ID
- Date of birth
- Gender
- TSA-issued Redress Number (if applicable)

Southwest Airlines Rapid Rewards members should log in to their SWABIZ Rapid Rewards Membership Account to update the above required information.

Southwest flights booked through Connexus travel management companies are not yet required by TSA to provide Secure Flight Passenger Data. The Secure Flight provision will go into effect with travel agencies prior to 12/31/09.

For more information about TSA's Secure Flight program please visit http://www.tsa.gov/what_we_do/layers/secureflight/index.shtm