TRAVEL APPLICATION

Travel

HELPFUL HINTS

- Your current Southwest Airline Rapid Rewards number can be used. If you do not have a rapid rewards number, one will be issued to you at the time of self-registration.
- Airline tickets will be charged to the University preferred vendor credit card.
- You will only be charged the Southwest Airlines ticket price – there are no additional fees charged.

CREATE AN ACCOUNT: EMPLOYEES without a SOUTHWEST AIRLINE RAPID REWARDS NUMBER

1. Open the Southwest Airlines Corporate Booking website: [http://www.swabiz.com](http://www.swabiz.com) and click on Enroll Now.
Create an Account

Enter the required information into the five sections.

1. Enter your first and last name
2. Select your date of birth
3. Select your gender
4. Enter the SWABIZ company ID: 99846902
5. Enter your street address, city, state, and zip code.
6. Enter your phone number.
7. Enter and confirm your email address.
8. Create a username.
9. Create a password
10. Select and answer the security questions.
11. Enter at least one “Additional IRN” (10 or 13 Digit cost objects to bill ledgers) without slashes or dashes in the number.
12. Enter a description for each IRN.
13. Select one as the primary.
14. Enter additional IRNs if needed.

Select the desired email communications from Southwest.

Click on Create account to complete the enrollment. Print/PDF the Southwest Rapid Rewards card for future reference.
CREATE AN ACCOUNT: EMPLOYEES WITH A SOUTHWEST AIRLINE RAPID REWARDS NUMBER


1. Enter the Company ID: 99846902. This is the University of Nebraska company ID number you will need each time you login.
2. Enter your current rapid rewards account number.
3. Enter your password.
4. Click on Log in.

With your initial log-in, you may need to verify your information. Review the information and click on Accept & continue.
The main booking screen appears. Click on traveler account at the top of the page.

Click on the My Preferences tab.

1. Select Payment Information.
2. Click on Add/Edit.
3. Enter up to three IRN (cost objects and descriptions). These are the cost objects you want the cost of the ticket to be charged to. You will need to pick one for each ticket purchased.
4. Set one IRN as “Primary”.
5. Click on Update to save the changes.

From within My Preferences you can also update contact information and communication preferences, which includes:
- Contact Information – email address, mailing address
- Communication Preferences
- Frequent Trips
- Travel Preferences
- Travel Guide Profile
Open the Southwest Airlines Corporate Booking website: [http://www.swabiz.com](http://www.swabiz.com) and log in:

1. Enter the Company ID: 99846902.
2. Enter your current Rapid Rewards Account number.
3. Enter your password.
4. Click on **Log in**.
Begin a search for flights by entering required criteria and clicking on **Search**.

Once you have selected your flight(s), click on **Continue**.

Enter the required information for the Passenger & Payment sections. Select the internal reference number (IRN) to be charged for this trip.
In the Payment Method section, select the preference of SWABIZ Pref Vendor (Corporate).

![Payment method](image)

Continue entering the necessary information. When ready to book the flight, click on **Purchase**.