


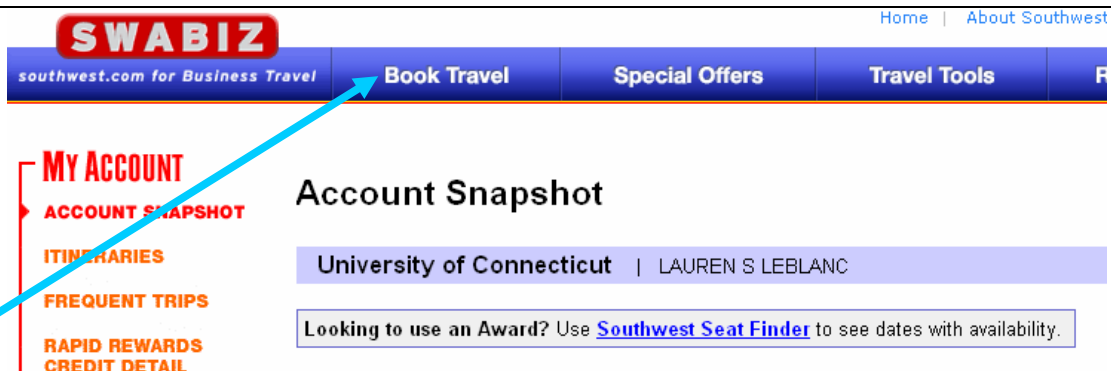


SWABIZ instructions for making a reservation

<p>Go to the SWABIZ site</p> 	<p>Go to http://www.swabiz.com from your browser or any of the SWABIZ links on the travel site.</p>
<p>Click on this link because you need to login before making a booking</p> 	
<p>Be sure the company ID of 99761001 is displayed or the corporate card will not be an option</p> <p>Your rapid rewards number where it asked for account number</p> <p>Enter the password for this rapid rewards account.</p> <p>Click login</p>	<div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Traveler Account Login</p> <p>Company ID: <input type="text" value="99761001"/></p> <p>Account Number (you may omit leading zeroes): <input type="text" value="000001111111111"/></p> <p>Password (Password Help): <input type="password" value="••••••••"/></p> <p><input type="checkbox"/> Remember my Company ID and account number for future login.</p> <p style="text-align: center;"><input type="button" value="Login"/></p> </div> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>NOTE: If you are booking for someone else, you still need to enter YOUR rapid rewards account here to login to the system and have access to the centralized card.</p> </div>
<p>This will take you to your account profile. Displayed will be your name, past trips, rapid rewards points, etc</p> <p>Click on Book Travel to book a ticket</p>	

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<p>Enter information for your trip. Departure location, destination, return.</p> <p>Enter dates of travel</p>	<div style="text-align: center; margin-bottom: 10px;"> PLAN TRIP → SELECT FLIGHT → PRICE → PL </div> <div style="background-color: #f0f0f0; padding: 5px;"> <p>Standard Reservation</p> <p>Additional Options: Rapid Rewards Awards Reservations Rapid Rewards Companion Pass Reservations</p> </div> <div style="background-color: #ffcc00; padding: 5px; margin-top: 10px;"> <p>Where are you traveling?</p> <p><small>(See a map of cities Southwest Airlines serves.)</small></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;"> <p>Depart:</p> <div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> Harlingen, TX - HRL <li style="background-color: #0070c0; color: white;">Hartford, CT - BDL Hilo, HI - ITO Honolulu, HI - HNL Houston (Hobby), TX - HOU </div> </td> <td style="width: 33%; vertical-align: top;"> <p>Arrive:</p> <div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> Albuquerque, NM - ABQ <li style="background-color: #0070c0; color: white;">Austin, TX - AUS Baltimore, MD - BWI Birmingham, AL - BHM Boise, ID - BOI </div> </td> <td style="width: 33%; vertical-align: top;"> <p>Return:</p> <div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> Ft. Lauderdale, FL - FLL Ft. Myers, FL - RSW Harlingen, TX - HRL <li style="background-color: #0070c0; color: white;">Hartford, CT - BDL Honolulu, HI - HNL </div> </td> </tr> </table> </div> <div style="background-color: #ffcc00; padding: 5px; margin-top: 10px;"> <p>When are you traveling?</p> <p><small>(We are currently accepting reservations through May 10, 2007.)</small></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Depart Date:</td> <td style="width: 25%;">Depart Time:</td> <td style="width: 25%;">Return Date:</td> <td style="width: 25%;">Return Time:</td> </tr> <tr> <td> <div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> December 1 <li style="background-color: #0070c0; color: white;">January 2 February 3 March 4 <li style="background-color: #0070c0; color: white;">April 5 </div> </td> <td> <input type="radio"/> Before Noon <input type="radio"/> Noon - 6pm <input type="radio"/> After 6pm <input checked="" type="radio"/> Anytime </td> <td> <div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> December 1 January 2 February 3 <li style="background-color: #0070c0; color: white;">March 4 <li style="background-color: #0070c0; color: white;">April 5 </div> </td> <td> <input type="radio"/> Before Noon <input type="radio"/> Noon - 6pm <input type="radio"/> After 6pm <input checked="" type="radio"/> Anytime </td> </tr> </table> </div>	<p>Depart:</p> <div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> Harlingen, TX - HRL <li style="background-color: #0070c0; color: white;">Hartford, CT - BDL Hilo, HI - ITO Honolulu, HI - HNL Houston (Hobby), TX - HOU </div>	<p>Arrive:</p> <div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> Albuquerque, NM - ABQ <li style="background-color: #0070c0; color: white;">Austin, TX - AUS Baltimore, MD - BWI Birmingham, AL - BHM Boise, ID - BOI </div>	<p>Return:</p> <div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> Ft. Lauderdale, FL - FLL Ft. Myers, FL - RSW Harlingen, TX - HRL <li style="background-color: #0070c0; color: white;">Hartford, CT - BDL Honolulu, HI - HNL </div>	Depart Date:	Depart Time:	Return Date:	Return Time:	<div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> December 1 <li style="background-color: #0070c0; color: white;">January 2 February 3 March 4 <li style="background-color: #0070c0; color: white;">April 5 </div>	<input type="radio"/> Before Noon <input type="radio"/> Noon - 6pm <input type="radio"/> After 6pm <input checked="" type="radio"/> Anytime	<div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> December 1 January 2 February 3 <li style="background-color: #0070c0; color: white;">March 4 <li style="background-color: #0070c0; color: white;">April 5 </div>	<input type="radio"/> Before Noon <input type="radio"/> Noon - 6pm <input type="radio"/> After 6pm <input checked="" type="radio"/> Anytime
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<p>Click Go to Next step and select the flights you want</p>	<p style="text-align: center; font-weight: bold;">Ready to go?</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> Go To Next <u>Step</u> - Select Flight >> </div> <div style="text-align: right;"> Need help booking travel? </div> </div>											
<p>After checking off the flights, click go to next step - price</p>	<p style="text-align: center; font-weight: bold;">Ready to view air itinerary and pricing?</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> Go To Next <u>Step</u> - Price >> </div> <div style="text-align: center;"> Start Over </div> <div style="text-align: right;"> Need help booking travel </div> </div>											

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<p>Click Go to Next Step for USA purchase.</p> <p>If international, select international.</p>	<p>I accept the conditions of travel for Fare Types listed above and want to complete this purchase. (Note: Please click on each Fare Type link individually to view associated rules, as the restrictions for each fare may vary slightly.)</p> <div style="text-align: center;"> Go To Next Step - USA Purchase >> or Go To Next Step - International Purchase >> </div> <p>(For persons living in the United States.) (For persons not living in the United States.)</p> <p style="text-align: center;"> Start Over Need help booking travel? </p>
<p>Verify that the passenger is correct and that their rapid rewards number is correct (leading zeros are not necessary)</p>	<div style="background-color: #FFD700; padding: 5px;">Who is Traveling?</div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p>Adult</p> <p>Passenger 1: First Name: <input type="text" value="LAUREN"/> Last Name: <input type="text" value="LEBLANC"/> Suffix: <input type="text" value=""/> Rapid Rewards Account Number:¹ <input type="text" value=""/></p> <p>Add/Edit Disability Assistance Options</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Very important – if you are booking for someone else you need to enter their name in the Passenger space and DELETE the Rapid Rewards number!</p> </div>
<p>Select UCONN SWABIZ – (Corporate) for all business travel costs to be charged to a credit card held here in Travel for business purpose air travel.</p>	<div style="background-color: #FFD700; padding: 5px;">Credit Card Payment...</div> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p><input checked="" type="radio"/> <input type="text" value="Select An Account"/> <input type="button" value="v"/></p> <p><input type="radio"/> <input type="text" value="Select An Account"/> <input type="button" value="v"/></p> <p><input type="radio"/> UCONN SWABIZ - (Corporate) <input type="button" value="v"/></p> <p style="color: red; font-size: small;">Do not complete the section below if you have selected a Credit Card from the above list.</p> <p>Credit Card: <input type="text" value="Select Your Card"/> <input type="button" value="v"/> Number: <input type="text" value=""/> Expiration Date: <input type="text" value="Select Month"/> <input type="button" value="v"/> <input type="text" value="Select Year"/> <input type="button" value="v"/></p> </div>
<p>Select Other <u>only if</u> you are booking a ticket for a companion ticket (non-business expense)</p>	<p><input checked="" type="radio"/> Other (Enter Card information below)</p> <p style="color: red; font-size: small;">Do not complete the section below if you have selected a Credit Card from the above list.</p> <p>Credit Card: <input type="text" value="Select Your Card"/> <input type="button" value="v"/> Number: <input type="text" value=""/> Expiration Date: <input type="text" value="Select Month"/> <input type="button" value="v"/> <input type="text" value="Select Year"/> <input type="button" value="v"/></p>

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<p>Verify that the phone number is correct</p> <p>Please enter the ETIF # and FRS account number</p> <p>Input Alternate IRN: ² field</p> <p>No punctuation or spaces allowed</p>	<div data-bbox="423 197 1378 331"><p>Enter Contact Information...</p><p>If within the U.S.: Phone Number: 860 - [] - []</p><p>If outside the U.S.: Phone Number: 011 - [] - []</p></div> <div data-bbox="423 352 1378 537"><p>Enter Internal Reference Number...</p><p>Select existing IRN: [Select IRN] or Input Alternate IRN: ² [T123456FRS222222]</p><p><small>² Up to 30 characters. Letters and numbers only. Please omit punctuation, special characters, and spaces. An internal reference number is a unique number used for your company's internal reporting purposes. This number may be cost center, billing number, etc.</small></p></div>
<p>Be sure to follow up with a TA or ETIF for all business travel charged to the UConn SWABIZ Corporate credit card.</p>	

Other very nice features

Credits –

if you book a ticket for someone and they can't go – contact Travel BEFORE booking another ticket on SWABIZ and we can transfer the value of that ticket to the new ticket. Only SWABIZ and UConn TRAVEL can do this for you!

Saving Itineraries-

Go to Frequent trips and Add a new frequent trip. This is excellent for people that go to the same place frequently.

Travel Tools –

Print boarding passes, cancel tickets, check on flight status. Very useful information.