Making Reservations
To make reservations: Go to www.swabiz.com, and click on Book Travel
Click on Login to an existing Traveler Account.
At the Traveler Accounts screen, enter Sac State’s Company ID # (99044680), your personal Rapid Rewards # and your Rapid Rewards Password. Click on “Login”. If you like, you can check the box so it will remember your company ID and acct. # for future login. You will just need to remember your password in the future.
Account Snapshot

CA State University Sacramento

Next Scheduled Flight
(Purchases made while logged in to my account.)

<table>
<thead>
<tr>
<th>Confirmation Number</th>
<th>Date</th>
<th>Depart</th>
<th>Arrive</th>
</tr>
</thead>
<tbody>
<tr>
<td>-none-</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

View upcoming Air, Car, and Hotel Itineraries

My Frequent Trips

Select Frequent Trip:
- none -

[Book this Trip]
Enter your travel information and click “Go to next Step – select flight” at bottom of screen.
CA State contracted fares show on the first page. Internet fares can be viewed by clicking on the “Check Fares from $44 to $117” link in the above example. Select your flight by clicking on button next to desired flight.
Pricing screen shows State of CA discount. Click on “Go to Next Step – USA Purchase” at bottom of screen.
Verify all information is correct including your Credit Card payment information.
Make sure Name and Address match Credit Card Billing information. Select or manually enter your Internal Reference Number (CMS CCR SpeedType).
Enter or update email addresses for emailed receipts and itineraries. Click on “I want to Purchase this Air Travel”.
Questions or Problems?

• Please contact Accounts Payable – Travel

  – Pam Elbeck, x86477, pelbeck@csus.edu
  – Carolina Martinez, x85858, cmartinez@csus.edu
  – Accounts Payable Main Line at 86476

OR the Director of Accounts Payable & Travel
  Susan Johnson, 86476, sjohns@csus.edu