SWABIZ – How to Travel on Southwest Airlines with new State of California Contract

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To: Deans, Associate Deans, Department Chairs, Directors, Managers and Campus Business Partners

From: Susan Johnson, Director of Accounts Payable and Travel

The Southwest Airlines contract with the State of California (Discounted fares formerly known as YCAL fares) can now ONLY be accessed online through individual Traveler Accounts. Accounts are easy to set-up, but must be done in advance of the trip reservation process.

Procedures for Setting Up your Sac State authorized SWABIZ Traveler Accounts:
- Print out the instructions located at www.csus.edu/acpy
  - If you have an Existing Rapid Rewards account, use the instructions “SWABIZ Account Info Existing”
  - If you do NOT have a Rapid Rewards account, use the instructions “SWABIZ Account Info NEW”
- When done, you MUST contact Accounts Payable – Travel to be able to use a credit card to complete your airline reservations.

Procedures for making Reservations with Southwest Airlines:
- Print out the instructions located at www.csus.edu/acpy
  - “SWABIZ Reservation Info”
- Hotel and Car Rental reservations are not available on-line at SWABIZ at this time
- You will NOT be able to complete your reservation until your Traveler Account is set up and you have notified the Travel Coordinator to activate a credit card (see above)

If someone else makes your airline reservation and books your travel, SWABIZ offers “Proxy Booking Rights”:
- Please email Accounts Payable – Travel (see contacts at end) the following information for each person that should be granted “Proxy Booking Rights”.
  - Name
  - Phone Number
  - Fax Number
  - Email Address

NOTE – turnaround time to set-up a Proxy with Southwest Airlines is about two weeks.

Including Airline Transportation Costs on your Travel Expense Claim:
If you paid your reservation with your Government American Express Card, please remember to attach your receipt and list the amounts on the claim in Section 7 (Transportation) to receive reimbursement.

If you paid your reservation using an approved American Express Business Travel Account (BTA), please note that fact and list the Air amount in Section 11 (Remarks) of your Travel Expense Claim (attach your receipt). When the American Express BTA is paid the airline charge will be directly expensed to the Department.

Please stay tuned for more announcements and updated instructions:

This State of California contract was given to us with very short notice. The State Department of General Services (DGS) has not updated their website with the city pairs pricing. We do not know if there will be additional State Airline Contracts. We are working to get complete details as they become available. Please check the AP Website before traveling for current updates. Thank you for patience during this quick contract changeover.

For questions, please contact:

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