



Rensselaer



Frequently Asked Questions

Q: What does this discount program involve?

A: Southwest Airlines has offered a discount program to Rensselaer Polytechnic Institute employees valid through May 2017 with discounts that are not otherwise available to the public.

Q: What discounts are available to the Institute?

A: Southwest Airlines has extended an 8% discount on Business Select and Anytime fares, as well as 8% off select Wanna Get Away fares.

Q: How are reservations made?

A: Concur Travel and Direct Travel agents are able to offer the discounted rate. The current booking process will not be changed.

Q: How will I know the discount on my specific flight?

A: The system is configured with the discount already applied to the fare. You can be confident that you are receiving the discounted rate at the time you book your flight.

Q: Do I accumulate reward points when I use the discount?

A: Yes! You receive rewards points for each flight taken (business or personal) Rewards points are associated with the individual traveler's account. As a reminder, the Travel and Expense policy will continue to require you to choose the most economical and efficient use of Institute funds.

Q: I travel by Southwest to save money. However, I pay them to get the "A" number assignment so that I am likely to get a good seat. I assume that the system will allow me to do this.

A: Yes, this is allowable.

Personal Travel

Q: Can I use the Institute discount for personal travel?

A: Yes! You are allowed to utilize the discount, but only when booking through the SWABIZ.com website. Potential travelers must be enrolled in the Southwest Rapid Rewards program and use the Company ID associated with the Institute. This ID, along with instructions, can be found on your Concur homepage after logging in to Concur. All payments must be made using a personal credit or debit card.

Q: If I use the discount for personal travel, can I pay with points I have in my rewards account?

A: No.

SWABIZ.com Website

The screenshot displays the SWABIZ.com website interface. At the top, there is a navigation bar with links for Home, Sign Up 'n Save, About Southwest, Help, Traveler Account Login, and Español. Below this is the SWABIZ logo and a secondary navigation bar with options like Book Travel, Leisure Offers, Travel Tools, and Rapid Rewards. The main header area shows 'RENSSELAER POLYTECHNIC INSTITUTE Travel Reservation' with buttons for AIR, HOTEL, and CAR. A red arrow points to the 'AIR' button. Below the header, there are navigation links for Air, Manage Reservation, Check In Online, Flight Status, Travel Outside U.S., Low Fare Calendar, Routes, Schedules, Products, Business Travel & Groups, and Airport Information. The main content area is titled 'Air' and features a search form with fields for 'From', 'To', 'Return', 'Depart', 'Time of Day', 'Passengers', and 'Promo Code'. A 'Search' button is located at the bottom of the form. A 'NO CHANGE FEES' badge is prominently displayed in the center. To the right, there is a sidebar with 'Quick Air Links' (Check In, Change Flight, Check Flight Status), 'Account Login' (Welcome, Your SWABIZ Company ID 99500402, Enroll Now!), and 'Manage Travel' (Shopping Cart, Rapid Rewards). At the bottom, there is a footer with additional navigation links and copyright information.