

## State Contracted Rates

Washington State Department of Enterprise Services provides discounted contract rates for lodging, airfare, and vehicle rentals for official State travel. These are excellent resources in booking the most economical travel options and should be utilized whenever possible for WSU business trips.

### Airfare:

EasyBiz: <http://easybiz.alaskaair.com>

EasyBiz is a site used when booking travel on Alaska Airlines and Horizon Air. WSU has an account administered by the Controller's Office that travelers can be users on, or a WSU department can select to create their own account with a department administrator to manage and invite users.

The benefits to using this site are:

- Access to contracted fares.
- Your department/state agency saves money by booking online and avoiding third-party booking fees.
- Your department/state agency earns Alaska Airline Mileage Plan miles, in addition to the individual traveler accumulating their own frequent flyer miles.

To be invited as a user under the WSU account contact Aly Kincaid in Travel Services ([aly.kincaid@wsu.edu](mailto:aly.kincaid@wsu.edu)). If your department already has an account setup, contact the administrator to be added as a user. If your department does not have an account setup, follow the instructions below:

- On the main sign-in page for EasyBiz, click "Enroll Your Company Now" on the right-hand side. Fill in the information required.
- Please begin your Company Name with SOW-WSU then your department name and ORG number (example SOW-WSU Controller's Office 1650).
- The WSU Federal Tax ID number is 91 6001108, (you may get a message that "federal tax ID number is already being used" just click Continue). It is OK for tax ID numbers to have multiple EasyBiz accounts.
- Please select Education for your Industry Type, and Airline Sales Representative as how you heard about EasyBiz.
- Now, you will need to set up your My Account profile. This is your profile, which will enable you to sign into EasyBiz. If you have a My Account profile (formerly called MyAlaskaAir) set up through our public website, you can use that same sign-in for EasyBiz. If you do not have a My Account profile, you will be asked to set one up now.
- Now that your department is enrolled as an EasyBiz company, Email [candice.payne@horizonair.com](mailto:candice.payne@horizonair.com) with your EasyBiz company name so that we can add the WSU contract fares to your EasyBiz account. Questions call 800-523-1223 ext 214 Candice Payne.

(You must contact Candice before the WSU contract fares and State of WA fares will show in the EasyBiz account).

SWABIZ: [www.swabiz.com](http://www.swabiz.com)

SWABIZ is the Southwest Airlines online corporate booking tool. WSU is enrolled and has been assigned a company ID with the contracted fares available for our travelers with an account. In order to benefit from the cost savings follow the instructions below to create a Traveler Account.

- Go to [www.swabiz.com](http://www.swabiz.com) and select 'Traveler Account Login'.
- On the login page select 'Create an Account'.
- Fill out the form and enter Company ID 99240551 for WSU's account.

#### **Rental Car:**

Enterprise: [www.enterprise.com](http://www.enterprise.com)

Anyone traveling on official WSU business may use the State contract with Enterprise/National Rent-A-Car: [WSU Enterprise / National Rent-A-Car Program Summary](#). To make reservations you can:

- Visit the site;
- Call the Enterprise reservation line (800) 847-3722; or
- Contact your travel agent.

In order to receive the contracted rates and the coverage you must book using WSU's corporate number (as found on the Program Summary) and the Pin: WAS.

#### **Lodging:**

NASPO ValuePoint Travel Center: <https://us.travelctm.com/naspo/>

NASPO ValuePoint Lodging has over 11,000 lodging facilities that will honor per diem rates for State employees on official business. It is similar to sites like Travelocity and Expedia in functionality, but has only the NASPO contracted prices; so you know if state or government rates are available, and what they are. The options can be filtered based on amenities (i.e. in room WiFi included, or airport shuttle). A map function shows the number of hotels in the area you've specified, which is also helpful. Please note, this site will not be the best option when booking at resorts for conferences as the discounted conference rate will usually be the lowest rate.

Follow the instructions below to create an account for access to their online booking tool.

- Go to <https://us.travelctm.com/naspo/online-booking.php> and select "Register" from the right side of the page.
- Fill in the form and select "Send Registration Request."

- You will receive an email from NASPO's online technical support providing you with a user name and password.