

Are points/discounts available through Southwest Airlines for personal travel too?

The [Concur tool](#) can be used to book airfare and hotel for personal travel using a personal credit card.

However, Concur cannot be used to book a car rental for personal travel, due to our University-wide agreements with Enterprise/National for car rentals. Pitt Perks should be utilized to book car rentals for personal use.

Do **not** utilize the Anthony Travel agents for personal travel.

Note: any points you earn during business travel you can use towards your personal trip.

If we have a Southwest Airlines credit card that gets us 2x or 3x points when we book SW flights can we use that for the University/work flights? Or we must use our university travel card?

You must use the University Travel Card for business related flights which is required as part of the [COVID-19 Standards & Guidelines](#).

If you are booking personal travel through Concur, you want to ensure you use your personal credit card to pay for this and not your University Travel Card.