

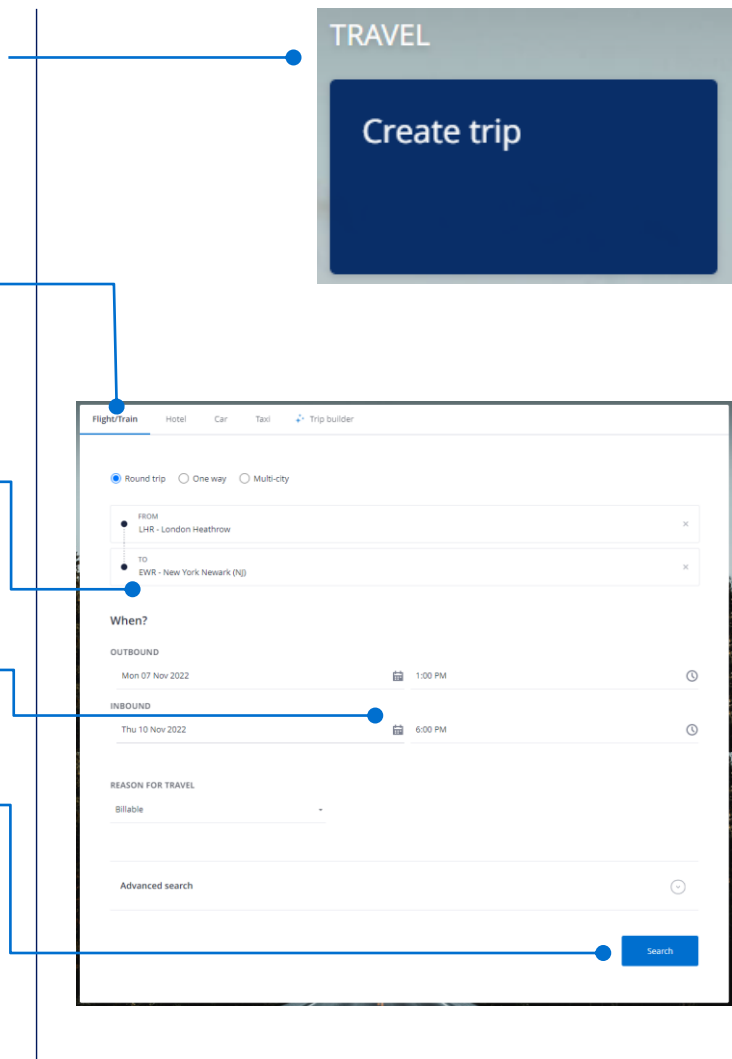
Quick guide for travelers

With Neo™, searching, booking, and managing trips that comply with company guidelines is simple.

To get started, select **Create Trip** on the home page and follow the steps below.

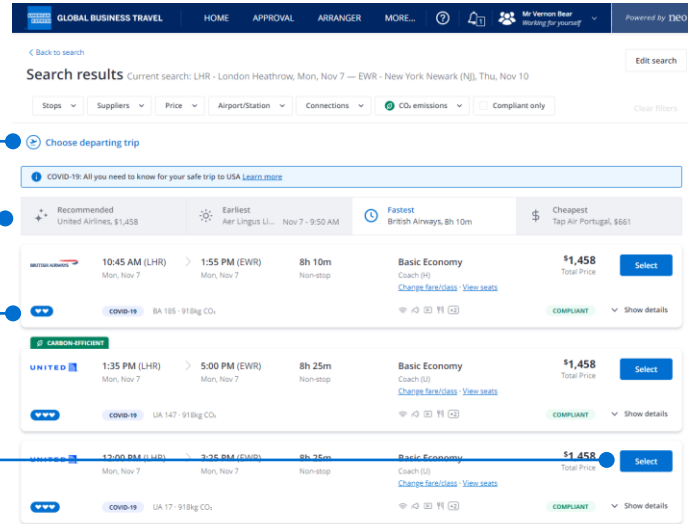
START A NEW TRIP:

- 1** Search: Begin your search like most Neo users do—by clicking **Flight/Train**. (Or you can try the **Trip Builder** search option to build a complete itinerary automatically in seconds.)
- 2** Departure and arrival locations: You may use city names, airport codes, or other locations you've defined in your profile settings (e.g., "office").
- 3** Time: Select the dates and time you wish to travel.
- 4** Click **Search**.



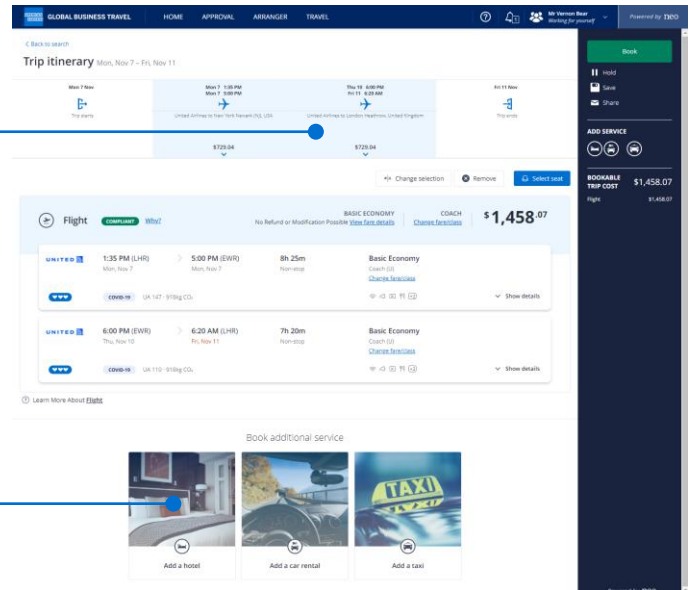
SELECT FLIGHTS (OR TRAINS):

- 1 Review the list of outbound options
- 2 Use filters/sort tabs to adjust the list of options displayed to find exactly what you're looking for.
- 3 Check out any options where the heart icons appear. These are your company's preferred carriers.
- 4 Click on any displayed option to view more details about it and then hit **Select** to choose that flight.
- 5 Once you have selected your outbound flight, a list of return options will be displayed. Repeat the same process as above.



VIEW TIMELINE/ADD HOTEL RESERVATION:

- 1 Review the flights/train information you have selected on the trip timeline.
- 2 Click **Add a hotel** to begin searching places to stay. (Here is where you also can search for other elements, such as an additional flight or rental car.)



REVIEW HOTEL RATES/AVAILABILITY:

- 1 After entering your hotel search criteria, click **Search**. Options will be displayed as a list as well as points on a map. Use filters to refine the list.
- 2 Check out any options where the heart icons appear. These are your company's preferred hotels.

SELECT A HOTEL:

- 1 To view more information about a hotel, click on the hotel listing and it will pop up on the right.
- 2 To add a property to your itinerary, click **Select Hotel**.

COMPLETE

- 1 Once you are finished adding elements to the trip and are satisfied with your itinerary, click **Book**.
- 2 Review the terms and conditions displayed on the screen before completing your booking.

