Quick guide for travel arrangers

With Neo[™], travel arrangers can quickly search and book travel for employees and guest travelers, edit profile settings, view travelers' current and past trips, and store frequently used itineraries as templates. Here's how you can get started:



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AMEX GBT Neo

		GLOBAL BUSINESS TRAVEL HOME ARRANGER TRAVEL	
MANAGE TRAVELERS' TRIPS:		Arranger Travel	
1	From the home page, you can access the trip of the traveler you have selected through	GLOBAL BUSINESS TRAVEL List of Employees New Trip Your profile is up to date. Create a Guest List of Trips	
		no trip regulting your action	
2	Or you can click on List of Trips to bring up the itineraries for all the travelers you are managing.	List of Trips Al Traveliers to the regular your action	
3	Once on the My Trips screen, refine your search for a specific booking.	My Trips Treef Phily non complex. Development Phil None	
4	View Trips I have booked to see current and previous bookings.	Select traveller Mor booker Select traveller Select trave	
5	Click All to view all the previous and current trip itineraries you have arranged.	All None Cancel Booking Digitizate Delive Convertions template.	
6	Enter a Passenger Name Record (PNR) to directly access relevant trip details.		
7	Filter trips by All travelers or Current traveler only.		
		C Kind and the second	
В	OOK FOR A GUEST:	New Trip	
D be gi	epending on your site configuration, you may e able to create guest profiles to book trips for uests, contractors, and clients.	Arranged travellers New Guist Traveller	
1	From the drop-down profile menu, click Create a guest profile to get started.	tack value va	

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