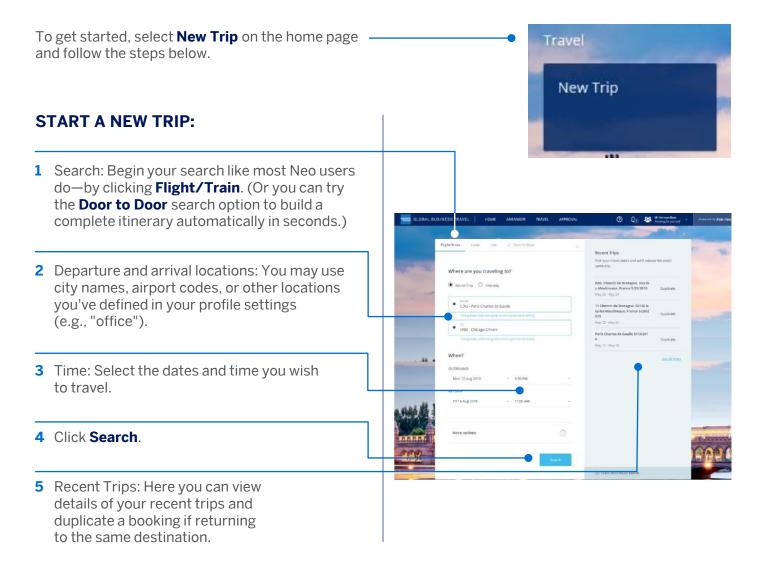


Quick guide for travelers

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





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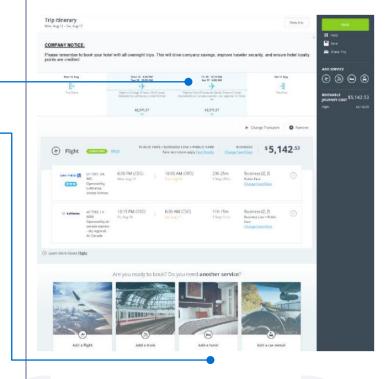
SELECT FLIGHTS (OR TRAINS):

- **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 Outbound** 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.)

GLOBAL	BUSINESS TRAVEL	HOME	ARRANGER	TRAVEL	MORE	0 L	Mr Vernon Bear Norking for yourself	Powered by k	
Transport R Editsearch	Results								
Stops	Companies Airp	ort/Station Co	nnections	Compliancy					
Outbound	(56)					🐵 Return			
American	ended Airlines, \$5.227	Earliest United Airlines, Aug 12 - 11:15 AM			Fastest United Airlines, 9h 5m		Cheapest United Airlin	Cheapest United Airlines, \$5,145	
Anertan Alfres 🔪	AA 131	12:10 PM (CDG) Mori, Aug 12		5 PM (ORD) n, Aug 12	9h 15m Non-stop	Business (RLAGSHIP BI Charge Fare	JSINESS	\$5,227 Round Trip	
<u> </u>	-to Chicago (IL)					•	elect Outbound	5,227-23 (Round Trip	
UNITED	UA 986 United Arlines	11:15 AM (CDG) Mon, Aug 12 Paris Charles de Gaulle Paris, FR	> Mo Chi	10 PM (ORD) n, Aug 12 icago O'Hare cago, IL, US	9h 5m	Business (Public Fare	2)		
Prefer	rred supplier						3,180 kg CO2 -	Change Fare/Class Issue by Jul 29, 2019	
UNITED E	LH 1041, UA.945 Operated by Lufthonso, United Airlines	6:30 PM (CDG) Mon, Aug 12		55 AM (CRD) , Aug 13	23h 25m 1 Stop (PR)			\$5,145 Reund Trip	
				55 AM (CRD)	22h 25m	Business		\$5,145	





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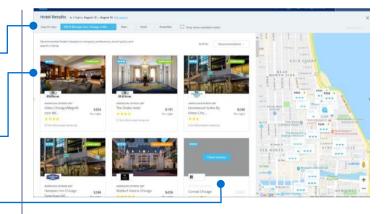
\$245.84

REVIEW HOTEL RATES/AVAILABILITY:

- 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.
- 3 The first five options will have the lowest bookable rate displayed. To view rates for other listings on the page, click Check Vacancy on the hotel image.



- 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**.



itinerary, click

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.





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