

# GLOBAL BUSINESS TRAVEL



## Quick guide for supervisors

*Depending on your supervisor role and responsibilities, you can approve/reject trips for a single individual, a group, or every person who's traveling for the organization.*

### HOW TO APPROVE/REJECT A TRIP:

When a trip requires your attention, Neo™ will send you an email. Depending on your site's configurations, this email may include notifications regarding the lowest and highest price for a trip, the recommended fare for a flight, and/or a fare cap for the route.

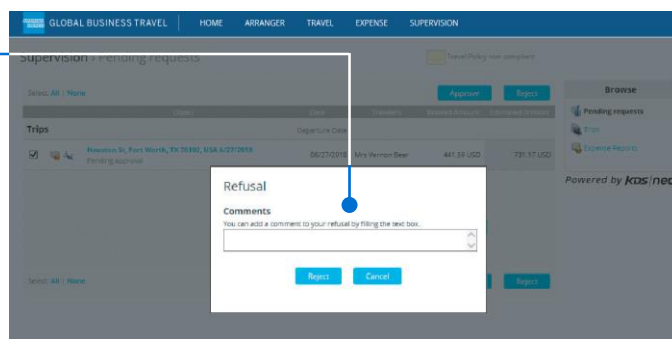
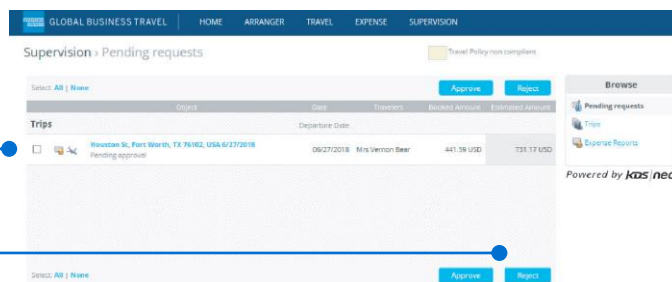
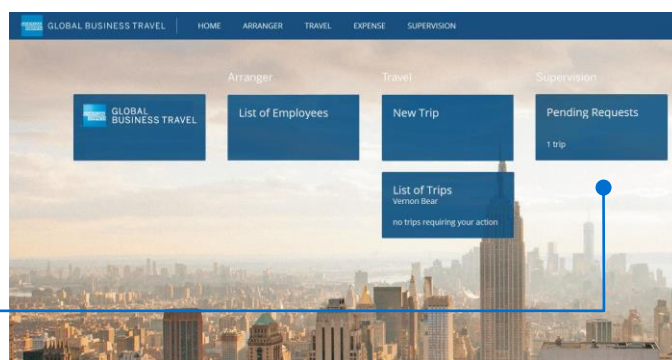
**1** See which trips require your attention by clicking **Pending Requests** on the home page.

**2** Review the trip requests that require your approval in the **Trips** inbox.

**3** On the **Trips** screen, you can **Approve** or **Reject** a request.

**4** You may include comments about the reason you are rejecting the request. Then either click on **Reject** or **Cancel**.

**4** When approving or rejecting a request, you may include comments before making your final selection.



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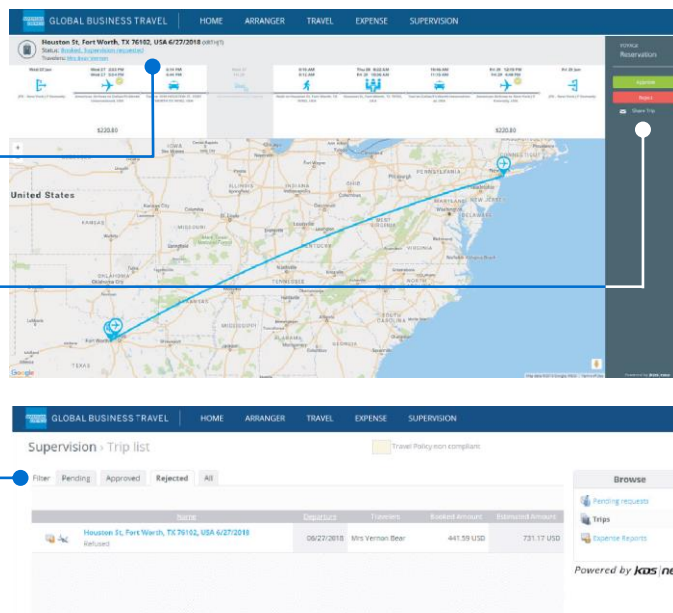


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5 If you want to see more details before approving or declining a trip, you may click the trip name to view the full itinerary.

6 When you are ready to make your final decision, hit **Approve** or **Reject**.

7. Click on the **List of Trips** tile on the home page to access this screen and review all previous and current trips that require(d) your approval. You then may filter trips by hitting **Pending**, **Approved**, **Rejected**, and **All**.



Depending on your company settings, a trip may require several levels of approvals. The process to approve a trip is the same at each level; however, ticketing only occurs after the last level of approval has been completed. Up to three levels of approvals can be configured – or even more if your company has requested a customized approval workflow.

### SUBSTITUTES AND DELEGATES:

If you do not approve/reject a trip after a certain period of time (based on your company settings), a reminder notification will be sent to your email. If still no action is taken on your part, then an email will be sent to a "substitute," who has been authorized to approve/reject trips on your behalf. Alternatively, if you know you will be out of the office and unable to fulfill your supervisor duties, you can define a "delegate" to approve/reject trips on your behalf.

1 Access your profile from the home page.

2 Click **Select a delegate supervisor** and choose the individual who will cover your supervisor duties for you.

**Note:** If your company does not allow user to select their own delegate, then this option will be disabled on your profile. The site administrator will be in charge of setting up the "substitutes."

