

neo



GLOBAL
BUSINESS
TRAVEL

Neo 23.1 Release Notes

23 JANUARY 2023



Table of Contents

TRAVEL.....	3
[TRANSPORT] FURTHER SPECIAL SERVICES IMPROVEMENTS.....	4
[TRANSPORT] DISPLAY OF THE MODIFY BUTTON FOR TRIP ITINERARY AND SERVICE LEVELS	6
[TRANSPORT] ABILITY TO SORT RESULTS BY ARRIVAL TIME.....	8
[TRAVEL POLICY] OUT OF POLICY REASON “WHY?” DISPLAYED POST-BOOKING	9
[CAR] FUEL TYPE RECOMMENDATION	10
[HOTEL] FURTHER ENHANCEMENTS FOR THE SEARCH FORM.....	11
[HOTEL] RATES AND ROOMS: ENHANCEMENTS FOR SEARCH FILTERS	13
[HOTEL] UPDATES FOR THE COVID-19 BADGE.....	14
[HOTEL] PAYMENT POLICY FILTER.....	15
[HOTEL] BED TYPE INFORMATION AND FILTER.....	16
[HOTEL] HOTEL REVIEWS AVAILABLE	17
[HOTEL] DISPLAY OF THE RATE EXCLUDING TAXES.....	18
[HOTEL] DISPLAY OF RATE INFORMATION WHEN AVAILABLE	19
[SNCF] NIGHT TRAINS	20
NEO EXPENSE.....	21
[NEO] SUPPORT FOR NON-DECIMAL CURRENCIES	22
[VAT] MULTI-VAT APPLIED TO DIFFERENT ITEMS – USE CASE FOR SOME EUROPEAN COUNTRIES	23
[VAT] VAT AMOUNT ALWAYS DISPLAYED AND EDITABLE FOR ACCOUNTANTS.....	26
[VAT] CHANGES IN THE EXPENSE REPORT LIST VIEW FOR ACCOUNTANTS.....	27
[ACCOUNTANT] EXPAND EXPENSE REPORT LIST	28
[OCR] RECEIPT SCANNING ENHANCEMENTS	29
PLATFORM.....	30
[NEO] CUSTOMERS WITH GBT CONTRACTS: SUPPORT LINK TO AGENCY PRIVACY STATEMENT	31



**GLOBAL
BUSINESS
TRAVEL**

TRAVEL



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[TRANSPORT] FURTHER SPECIAL SERVICES IMPROVEMENTS

GDS SUPPORTED	All
COUNTRY	All
ACTIVATION	Automatic
AVAILABLE ON ...?	Desktop Mobile (GBT Mobile and Neo Mobile App)

SYNOPSIS

Following improvements done for special services in Neo 22.4, these additional enhancements have now been made to the Special Services page:

NOTE: special services are only available for some LCCs (easyJet as example) or rail suppliers (SNCF, Swedish rail). It is not yet available for regular airlines (in testing by Global Business Travel team).

- Adding the logo of the air carrier:

The screenshot shows the 'Options' page for an easyJet flight from NCE to ORY. The 'Baggage' section lists various options with radio buttons, where '1 baggage 15Kg total (€25.99)' is selected. The 'Cost details' section on the right shows a total price of €130.62, including transport, seats, and requested options like baggage and equipment. A 'Confirm' button is visible at the bottom right.

Baggage	
FLIGHT TO PARIS	
NCE - ORY	
<input type="radio"/>	None
<input checked="" type="radio"/>	1 baggage 15Kg total (€25.99)
<input type="radio"/>	1 baggage 23Kg total (€30.99)
<input type="radio"/>	2 baggages 30Kg total (€51.98)
<input type="radio"/>	2 baggages 38Kg total (€56.98)
<input type="radio"/>	2 baggages 46Kg total (€61.98)
<input type="radio"/>	3 baggages 45Kg total (€77.97)
<input type="radio"/>	3 baggages 53Kg total (€82.97)
<input type="radio"/>	3 baggages 61Kg total (€87.97)
<input type="radio"/>	3 baggages 69Kg total (€92.97)

Cost details	
TRANSPORT	
One way flight	€46.14
No baggage included	
SEATS	
Seat selected (1)	€6.49
REQUESTED OPTIONS	
Baggage	€25.99
Equipment	€52.00
TOTAL PRICE	€130.62

- Labels and check boxes have been enhanced for any option which is “included” in the fare:

TGV Deck

TRAIN TO MARSEILLE ST CHARLES

Indifferent

Top Floor

Bottom Floor

TRAIN TO PARIS GARE DE LYON

Indifferent

Top Floor

Bottom Floor

Cost details

TRANSPORT

Round-trip train €326.00

REQUESTED OPTIONS

TGV Deck €0.00

Seat Placement €0.00

Business 1ere included

TOTAL PRICE **€326.00**

Continue

Seat Placement

TRAIN TO MARSEILLE ST CHARLES

Indifferent

Window

Corridor

Individual seat

Club 2

Solo

Side-by-side duo

TRAIN TO PARIS GARE DE LYON

Indifferent

Window

Corridor

Individual seat

Club 2

Solo

Side-by-side duo

Business 1ere

TRAIN TO MARSEILLE ST CHARLES

press/snack and beverages trolley at departure station

TRAIN TO MARSEILLE ST CHARLES

priority boarding

TRAIN TO MARSEILLE ST CHARLES

free access to the “Grand Voyageur” lounge

TRAIN TO PARIS GARE DE LYON

press/snack and beverages trolley at departure station

TRAIN TO PARIS GARE DE LYON

free access to the “Grand Voyageur” lounge

TRAIN TO PARIS GARE DE LYON

priority boarding

- When the traveler views details of the service on the trip itinerary, the full list of options associated to costs is also now displayed.

Flight IN POLICY [Why?](#)

STANDARD ECONOMY

Not Refundable. Modifiable with Charge [View fare details](#) [Change fare/class](#)

€ 130.62

COST € 130.62

Flight €46.14

Seats €6.49

Requested options €77.99

Nice to Paris €130.62 [Hide details](#)

13:45 Tue, 28 Feb

Nice, France (NCE)
Nice, FR

1h 30m

easyJet

Easyjet - U2 4088

Standard
Economy (Y)

[17F](#)

Light meal (fee)

Alcohol & beverages (fee)

[SANITARY MEASURES](#) [View safety measures](#)

REQUESTED OPTIONS [Change options](#)

Baggage 1 baggage 15Kg total (€25.99)

Equipment Bike (€52.00)

VALUE FARE Benefit from a lower price. Change/Cancellation restrictions may apply

CARBON EMISSIONS: 209 KG/PERS. CO₂

SELECTED FARE [Change fare/class](#)

Standard
Not Refundable. Modifiable with Charge.

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5



[TRANSPORT] DISPLAY OF THE MODIFY BUTTON FOR TRIP ITINERARY AND SERVICE LEVELS

GDS SUPPORTED	All
COUNTRY	All
ACTIVATION	Automatic
AVAILABLE ON ...?	Desktop Mobile (Neo Mobile App only)

SYNOPSIS

The online modification of trips by users is promoted by displaying the **Modify** button on the trip itinerary when there is a booked trip.

DETAILED SCOPE

When there is a trip composed of multiple services:

- A message listing services is displayed with a modify button for each service
- When the selected service can be modified, the process is the same as it has been
- When the service is NOT modifiable, a message is displayed directing travelers towards the travel agency

When a trip is composed of a single service:




- When the selected service can be modified, the process remains the same
- When the service is NOT modifiable, a message is displayed directing travelers to contact their travel agency



Listing of services booked in the trip

Trip modification ✕

Find below all the services that you booked for your trip.
Select the one that you would like to modify:

 Flight (round-trip) Air France to Paris Charles de Gaulle, France Air France to Nice, France	Free of charge before tickets are issued	Modify
 Car rental Pick up rental car at Sixt, Paris Airport Charles De Gaulles, Terminal 2, 95711 Paris Roissy, France	May be subject to cancellation fees	Modify
 Hotel Novotel Paris Les Halles (1 night)	Annulation sans frais jusqu'au jour de l'arrivée, 18:00 (Heure locale). Au delà, l'hôtel facture la première nuit.	Modify

[Close](#)

When a given service cannot be modified or exchanged:

Modification not allowed at this stage ✕

This Taxi cannot be modified online.

In order to modify this trip, you need to contact your travel agency.

Your travel agency contact information is located in 'Contact Information' when you click on the 'Help' (?) icon.

[Close](#)



[TRANSPORT] ABILITY TO SORT RESULTS BY ARRIVAL TIME

GDS SUPPORTED	All
COUNTRY	All
ACTIVATION	Automatic
AVAILABLE ON ...?	Desktop Mobile (GBT Mobile and Neo Mobile App)

SYNOPSIS

A new sorting option allows travelers to sort transport options by arrival time.

This means that users can now choose various travel options based on scheduled arrival time.

The screenshot shows a flight selection interface with a 'Sort by' dropdown menu. The dropdown menu is open, showing the following options: Recommended, Arrival time (highlighted with a red box), Duration, Price, and Carbon emissions. The flight results are displayed below the dropdown menu, showing three options: British Airways Business plus, Air France Corporate Public Basic Economy, and KLM Economy. The 'Arrival time' option is highlighted in the dropdown menu, indicating that the flight results are sorted by arrival time.

Airline	Departure	Arrival	Duration	Class
BRITISH AIRWAYS	6:00 PM Mon, Sep 5 CDG	6:50 PM Mon, Sep 5 LDH	50m Direct	Business plus Business Change fare/class View seats
AIRFRANCE	6:30 PM Mon, Sep 5 CDG	7:35 PM Mon, Sep 5 LDH	1h 5m Direct	Corporate Public Basic Economy Economy Change fare/class View seats
KLM	6:30 PM Mon, Sep 5 CDG	9:30 PM Mon, Sep 5 LDH	3h 1 stop	Economy Economy Change fare/class View seats



[TRAVEL POLICY] OUT OF POLICY REASON “WHY?” DISPLAYED POST-BOOKING

GDS SUPPORTED	All
COUNTRY	All
ACTIVATION	Automatic
AVAILABLE ON ...?	Desktop Mobile (Neo Mobile App only)

SYNOPSIS

The reason that trips are outside of a user’s travel policy is now explained in a pop-in, “Why?” displayed in the trip view after a booking has been made.

Users will be able to know the reason which is applied to “out of policy” options at the time of booking.

London Heathrow 08/03/2023 ✎

Reservation number: P6TP9M
 Status and booking history: [Booked, Approval requested](#)
 Travellers information: [Mrs BEAR Vernon](#)

Wed 8 Mar Wed 8 Mar

✈️ ✈️

Trip starts Trip ends

Air France to London Heathrow, United Kingdom

€244.79

NON COMPLIANCY REASONS
 "Flight time negated lower fare offered"

RESERVED
 Air France To London Heathrow, United Kingdom

PNR: P6TP9M | Confirmation number: P6TP9M | Delivery: E-ticket | Payment: Lodge Credit Card

✈️ Flight **OUT OF POLICY** [Why?](#) BUSINESS STANDARD | BUSINESS | €244.79

Not Refundable. Modifiable Free of Charge [View fare details](#)

AIRFRANCE ✈️ 06:55 (NCE) > 07:55 (LHR) 2h Business Standard
 Wed, 8 Mar Wed, 8 Mar Non-stop Business (O)

AF 7380 - 291 kg CO₂ 📱 📶 📶 Show details



[CAR] FUEL TYPE RECOMMENDATION

GDS SUPPORTED	All
COUNTRY	All
ACTIVATION	On request
AVAILABLE ON ...?	Desktop Mobile (GBT Mobile and Neo Mobile App)

SYNOPSIS

Electric and hybrid cars can be promoted to the top of the car rates results.

NOTE: This is possible only if electric or hybrid cars are available.

Car rental **IN POLICY** AMEX GBT RATE [Rate details](#) ECONOMY [Change car type](#) € 142.64

ELECTRIC

PICK UP AT SIXT
SIXT - Tgv Train Station, 20 Rue Cornulier, 44000 Nantes, F...
[Agency information](#)
3 April 2023 - 14:30
Pick-up time
1.1 km
From search location

DROP OFF AT SIXT
SIXT - Tgv Train Station, 20 Rue Cornulier, 44000 Nantes, F...
[Agency information](#)
4 April 2023 - 15:00
Drop-off time
1.1 km
From search location

Category : Economy, 2/4 Door, Automatic, Electric < 250 mi / 400 km A/C
Type : FIAT 500 ELECTRIC, HONDA E
Details : 500 km + 0.24 EUR/

SIXT

SANITARY MEASURES [View safety measures](#)

Select



[HOTEL] FURTHER ENHANCEMENTS FOR THE SEARCH FORM

HOTEL SOURCE SUPPORTED	All
COUNTRY	All
ACTIVATION	Automatic
AVAILABLE ON ...?	Desktop Mobile (GBT Mobile and Neo Mobile App)

SYNOPSIS

Neo aims to offer improved accessibility for disabled users. In this version, enhancements have been made for when users want to edit a hotel search or add a hotel to a trip.

BEFORE

Hotel addition ✕

Information ✕

- Information relative to the selected transport service is pre-populated in the search form [Clear Fields](#)

DESTINATION / HOTEL NAME

 ✕

When?

CHECK-IN

Tue 20 Dec 2022 📅

CHECK-OUT

Wed 21 Dec 2022 📅

AFTER

REASON **Add hotel** ✕

Client

Destination
London

Check-in
Fri 22 Jan

Check out
Sat 23 Jan

Search meeting address, company site, hotel name...

Reason for trip
For fun ▼

Cancel
Search hotels

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BEFORE

Edit search ×

DESTINATION / HOTEL NAME

London, UK ×

When?

CHECK-IN

Tue 20 Dec 2022 📅

CHECK-OUT

Wed 21 Dec 2022 📅

REASON FOR TRAVEL

Client meeting ▾

AFTER

Edit search ×

Destination
London

Check-in
Fri 22 Jan

Check out
Sat 23 Jan

Reason for trip
For fun ▾

Cancel **Search hotels**

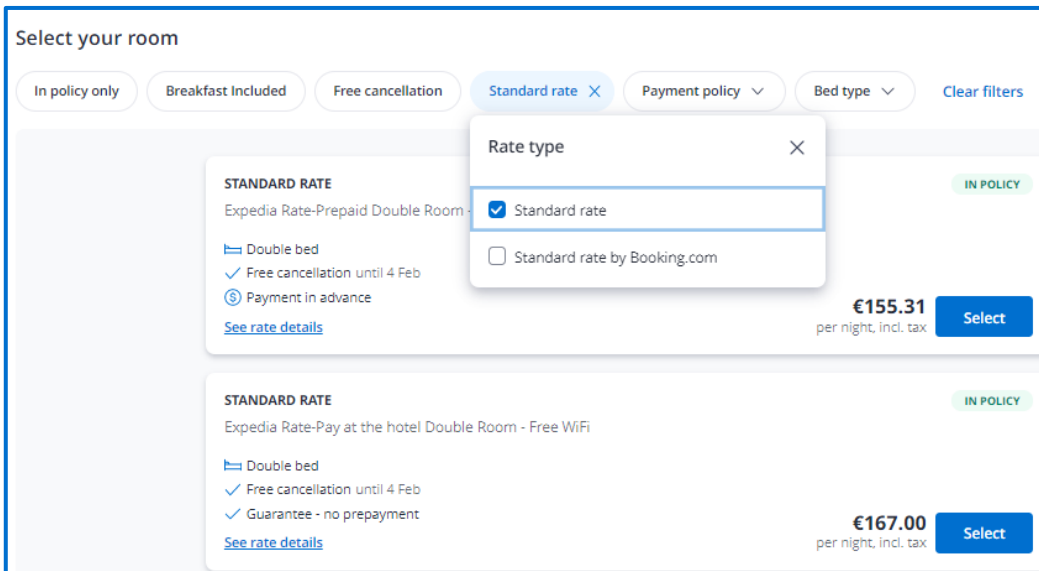
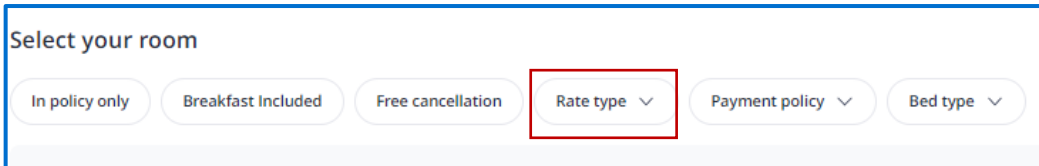
[HOTEL] RATES AND ROOMS: ENHANCEMENTS FOR SEARCH FILTERS

HOTEL SOURCE SUPPORTED	All
COUNTRY	All
ACTIVATION	Automatic
AVAILABLE ON ...?	Desktop Mobile (GBT Mobile and Neo Mobile App)

SYNOPSIS

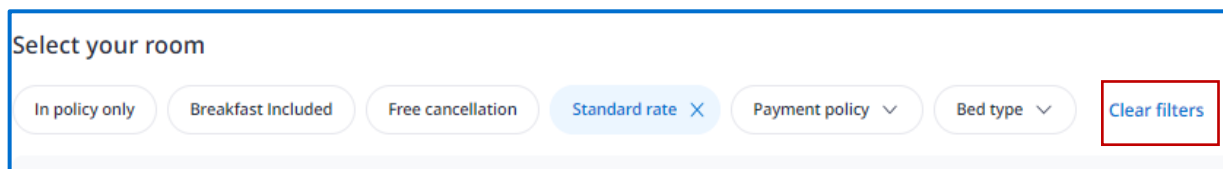
With a new filter under the room and rates section, users will find it easier to choose their hotel based on the types of rates they want to select.

This new filter is based on the rate label which always remains visible, even if there is only one type of rate available.



A **Clear filters** button has also been added allowing users to easily remove unused or irrelevant filters in fewer clicks.

This **Clear filter** button will be displayed when one or more filter is applied during a search.





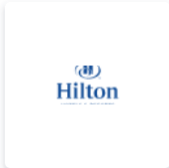
[HOTEL] UPDATES FOR THE COVID-19 BADGE

HOTEL SOURCE SUPPORTED	All
COUNTRY	All
ACTIVATION	Automatic
AVAILABLE ON ...?	Desktop Mobile (GBT Mobile and Neo Mobile App)

SYNOPSIS

The COVID-19 badge has been removed from the hotel result page, as it has already been done for other sections in Neo. This badge will only be displayed on the selection part of the hotel overview page.

This badge has also been renamed under all services where it was visible and is now named **SANITARY MEASURES**.



Hilton Cancun, An All-Inclusive Resort ★★★★★
Carretera Federal Libre 307 Cancun-Tulum 248 & 868 77569 Cancun MX · 109 m from search location
[More details](#)

SANITARY MEASURES



[HOTEL] PAYMENT POLICY FILTER

HOTEL SOURCE SUPPORTED	All
COUNTRY	All
ACTIVATION	Automatic
AVAILABLE ON ...?	Desktop Mobile (GBT Mobile and Neo Mobile App)

SYNOPSIS

When an individual credit card is used as the hotel guarantee and payment, a new payment policy allows users to filter according to a specific payment policy type:

- Payment at the property
- Deposit or prepayment
- Prepayment

Select your room

In policy only | Breakfast Included | Free cancellation | Rate type | Prepayment | Bed type | Clear filters

Display total amount for 2 nights

Payment policy

- Payment at the property
- Prepayment

STANDARD RATE
Expedia Rate-Prepaid Superior Room, 1 King Bed, City View **IN POLICY**

- King bed
- Non-refundable
- Payment in advance

€137.87 per night, incl. tax **Select**

STANDARD RATE **IN POLICY**
Expedia Rate-Prepaid Superior Room, 1 King Bed, Accessible, Bathtub - Free WiFi

- King bed
- Non-refundable
- Payment in advance

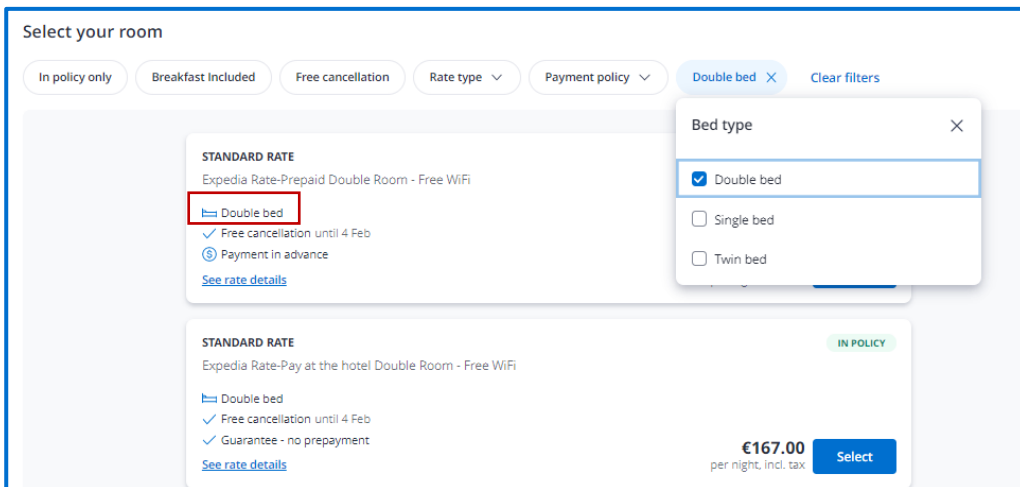
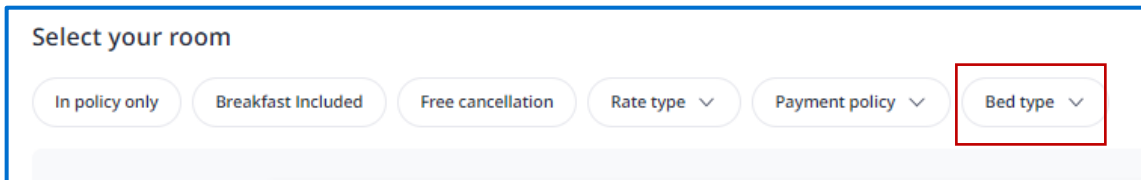
€137.87 per night, incl. tax **Select**

[HOTEL] BED TYPE INFORMATION AND FILTER

HOTEL SOURCE SUPPORTED	SMP – Amadeus - Sabre
COUNTRY	All
ACTIVATION	Automatic
AVAILABLE ON ...?	Desktop Mobile (GBT Mobile and Neo Mobile App)

SYNOPSIS

A filter for bed type under the room selection page is now available allowing users to select rooms according to more useful information.



NOTE

Please note that this information is provided by suppliers.

DETAILED SCOPE

This is available for:

- SMP
- Amadeus
- Sabre

This will be deployed for other suppliers later.

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[HOTEL] HOTEL REVIEWS AVAILABLE

HOTEL SOURCE SUPPORTED	SMP
COUNTRY	All
ACTIVATION	Automatic
AVAILABLE ON ...?	Desktop Mobile (GBT Mobile and Neo Mobile App)

SYNOPSIS

Reviews made for hotels will now be displayed to users in the hotel overview section.

Making these reviews available avoids having users go outside Neo to search for this information, and then potentially book outside of the Neo application.

Overview Amenities Rooms Location **Reviews** Alternative hotels

Latest 100 reviews ⓘ

5.0 Adam
Sep 25, 2022
Best South Beach Hotel
Hotel is incredibly fresh, hip, and upscale. Definitely one of my all-time favorite hotels. Staff goes above and beyond too. If you can afford to stay here, definitely do.

5.0 ken
Sep 19, 2022
Top notch service, older hotel
Top notch service from entry to exit. Concierge, valet, restaurant staff, everybody extremely courteous. Hotel is old mi-ami with a lot of classic touches. If you're looking for class, this is a great place to stay. Room smelled a bit musty and one of four elevators was frequently stuck but aside from those couple issues, a great hotel. Service really made up for some down falls.

5.0 Martine
Sep 12, 2022
top hotel of the world
this is the best hotel we ever spend our family vacation

5.0 Solomon
Aug 20, 2022

5.0 Jeanine Renee
Aug 19, 2022
Very friendly staff, upscale accommodations, cleanliness, and presentation. Loved the private beach and spa. I would highly recommend this hotel.

1 2 3 ... 20 >

1 - 5 of 100 reviews

[HOTEL] DISPLAY OF THE RATE EXCLUDING TAXES

HOTEL SOURCE SUPPORTED	SMP
COUNTRY	All
ACTIVATION	Automatic for US/CA/ On request for other regions
AVAILABLE ON ...?	Desktop Mobile (GBT Mobile and Neo Mobile App)

SYNOPSIS

To conform with legal requirements and reinforce confidence with Neo, the rate excluding taxes is now displayed for customers who use SMP.

NOTE

This information is displayed only if this information is made available.

Even if the feature is activated this information is not always returned. It could be linked to the hotel and source, but also to the country.

Four Points By Sheraton New York Downtown ***

598 m from search location

- Breakfast option available
- Free cancellation available

per night, incl. tax **US\$117**
excl tax US\$99

[View hotel](#)

STANDARD RATE

Four Points By Sheraton New York Downtown ***

598 m from search location

- Breakfast option available
- Free cancellation available

per night, incl. tax **US\$117**
excl tax US\$99

[View hotel](#)

Rate excluding taxes
 This rate is displayed when provided by the hotel supplier.

D RATE

DETAILED SCOPE

This feature allows the following:

- Display of rates both excl. and incl. taxes
- An informative tooltip is displayed for clarity
- For US/CA this feature will be automatically activated in the coming weeks

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[HOTEL] DISPLAY OF RATE INFORMATION WHEN AVAILABLE

HOTEL SOURCE SUPPORTED	All
COUNTRY	All
ACTIVATION	Automatic
AVAILABLE ON ...?	Desktop Mobile (GBT Mobile and Neo Mobile App)

SYNOPSIS

Information for rates will be displayed (if provided by the supplier).

Examples of these rates include:

- Breakfast
- Cancellation
- Payment policy

Select your room

In policy only
 Breakfast Included ×
 Free cancellation
 Rate type ▾
 Payment policy ▾
 Bed type ▾
 Clear filters

STANDARD RATE IN POLICY

AUTUMN/WINTER PROMOTION. BREAKFAST INCLUDED Deluxe-1 single-18sqm-AC-Free Wifi-bathrobe-minibar-safe- nespresso machine-slippers-Bathrobe

- Single bed
- Breakfast Included
- Non-refundable
- Advance deposit or prepayment

[See rate details](#)

€164.46
per night, incl. tax

[Select](#)

STANDARD RATE IN POLICY

AUTUMN/WINTER PROMOTION. BREAKFAST INCLUDED Deluxe-1 king, 1 queen or 2 twin-25sqm-AC-Free Wifi-bathrobe-minibar-safe-nespresso machine

- Twin bed
- Breakfast Included
- Non-refundable
- Advance deposit or prepayment

[See rate details](#)

€174.64
per night, incl. tax

[Select](#)

The link for **See rate details** still allows users to access information on the rates for a hotel:

STANDARD RATE IN POLICY

AUTUMN/WINTER PROMOTION. BREAKFAST INCLUDED Deluxe-1 king, 1 queen or 2 twin-25sqm-AC-Free Wifi-bathrobe-minibar-safe-nespresso machine

- Twin bed
- Breakfast Included
- Non-refundable
- Advance deposit or prepayment

[See rate details](#)

€174.64
per night, incl. tax

[Select](#)



[SNCF] NIGHT TRAINS

GDS SUPPORTED	Amadeus
COUNTRY	FR
ACTIVATION	Automatic – berth preferences may require an additional setup
AVAILABLE ON ...?	Desktop Mobile incl GBT Mobile App

Note: this feature was delivered in a previous version, but some sites may not have special services enabled for SNCF trains. In this case users will be able to book berth but will not be able to select a preference (upper, middle, or lower).

Women-only compartments can be selected even if the special services option is not enabled on the site.

SYNOPSIS

As part of Neo's approach to support greener transport solutions it is now possible to book night trains through the SNCF direct link.

This allows users to either:

- Book couchettes in trains and request preferences such as upper, middle, lower and women-only compartments Or
- Book a seat: users will be able to ask for an aisle or window place according to their preference.

NOTE: Reclining seats are no longer offered by the SNCF.

ROUTES FOR THE SNCF NIGHT TRAIN INCLUDES:

- Paris to Briançon
- Paris to Nice
- Paris to Loures / La Tour de Carol / Cerbère / Port Bou
- Paris to Toulouse / Rodez / Albi

Choose departing trip Sort by Recommended

All you need to know for your safe trip to France [Learn more](#)

CARBON EFFICIENT

SNCF 8:52 PM Tue, Nov 29 Paris Austerlitz > 9:08 AM Wed, Nov 30 Nice Ville 12h 16m Non-stop **Premiere - Berths** First (C) €69 Total Price [Change fare/class](#) [View seats](#) [Select](#)

Train 5771 - 3kg CO₂ [IN POLICY](#) [Show details](#)

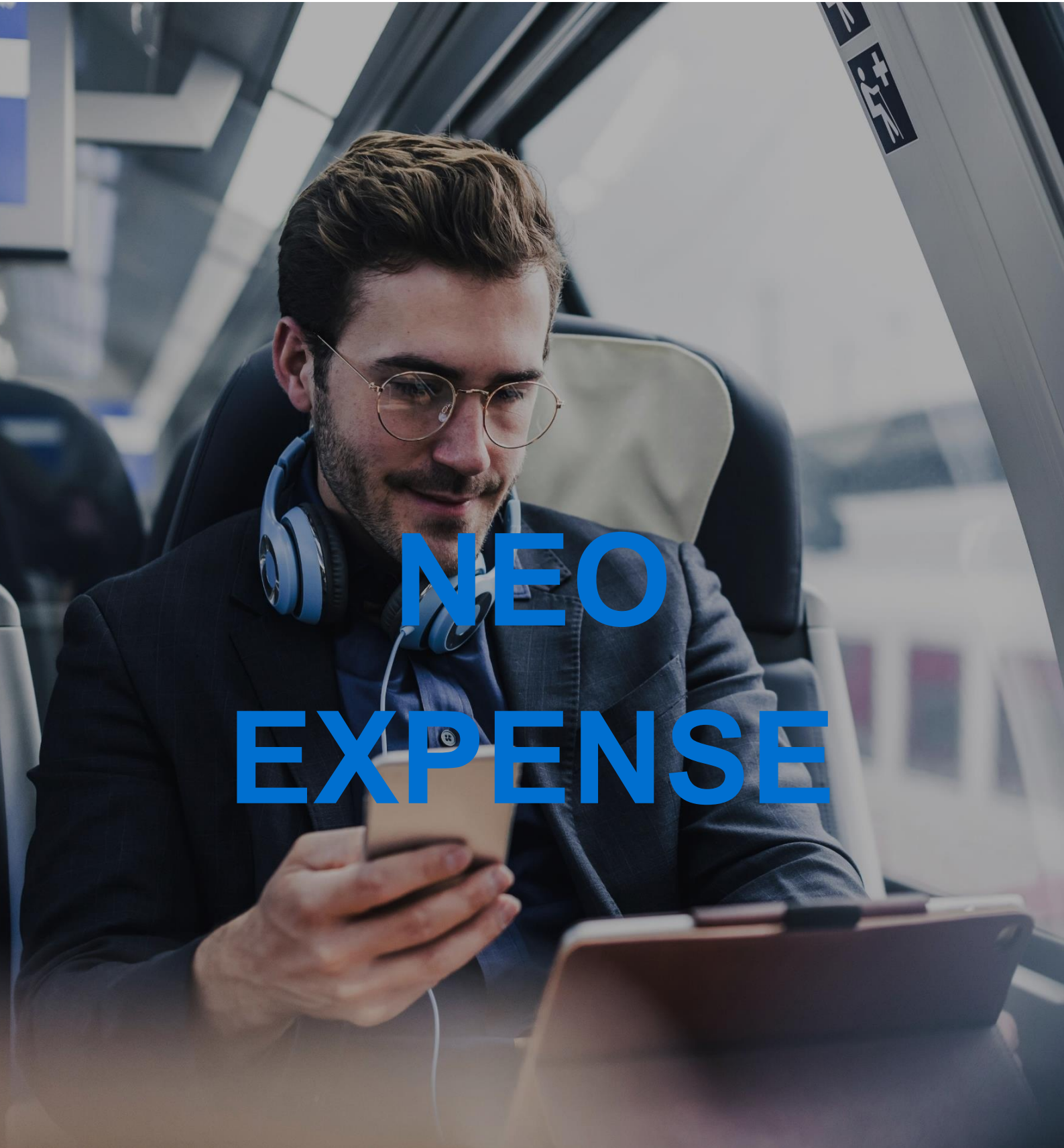
LIMITATIONS

- The seat map is not available for this feature
- Multipax is out of scope

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TRAVEL**



NEO EXPENSE

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[NEO] SUPPORT FOR NON-DECIMAL CURRENCIES

MADE FOR...?	Traveler Arranger Accountant Expense Manager
COUNTRY	All when Neo expense is supported
ACTIVATION	Automatic if Neo expense enabled

SYNOPSIS

There are some international currencies for which amounts are written without decimals. This includes, for example, amounts expressed in Japanese Yen.

Beginning with this release, users will not be able to add decimals when entering amounts for expense lines which are expressed in Japanese Yen (JPY). This will be enhanced in an upcoming version of Neo

Computed amounts from either allowances or other amounts converted into JPY will be rounded, avoiding having decimals in the relevant currency. This will be enhanced in an upcoming version of Neo.

NOTE

The display of amounts has not yet been modified.

This means that they will still appear with “.00”

#	Expense	Status	Taxes	Amount	Authorized	Reported
1	Dinner cc1 - AAA1 - cc1 November 28, 2022 Tokyo (TYO), Tokyo, Japan Starbuck PDF receipt		Tax Tax benefit	0.00 JPY -	3245.00 JPY	3245.00 JPY
2	Lunch cc1 - AAA1 - cc1 November 28, 2022 Tokyo (TYO), Tokyo, Japan PDF receipt		Tax Tax benefit	0.00 JPY -	1334.00 JPY	1334.00 JPY
3	Mileage cc1 - AAA1 - cc1 November 28, 2022 Tokyo (TYO), Tokyo, Japan PDF receipt		Tax Tax benefit	0.00 JPY -	120.00 JPY	120.00 JPY

Expense Box

Received: 4

Rejected: 5

Deleted: 1

Summary
#014076
Mr vernon bear user
[View PDF](#)

Approval and history
Draft

Anomalies

Compliancy issues

Reported amount
4699.00 JPY

Reimbursable amount
4699.00 JPY

[Submit](#)

Powered by NEO

OUT OF SCOPE

This feature has not been included in the following modules:

- Billing
- Cash Advance
- Travel

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[VAT] MULTI-VAT APPLIED TO DIFFERENT ITEMS – USE CASE FOR SOME EUROPEAN COUNTRIES

MADE FOR...?	Traveler Accountant
COUNTRY	All when Neo expense is supported
ACTIVATION	On request

USE CASE

On a dinner receipt in France, food and non-alcoholic drinks are taxed at 10%.

Alcoholic drinks are taxed at 20%

SYNOPSIS

From this version, Neo supports multi-VAT applied to different items: where the user manually fills in the VAT amount for one or several VAT rules.

Expense Line #1

Lunch Change type

Required

Location: Paris (PAR), Paris, Île-de-France Region, France

Date: December 20, 2022 13:45

Amount: 16.30 EUR

VAT

<input checked="" type="checkbox"/> 10% (FR)	VAT amount* 0.59	EUR
<input checked="" type="checkbox"/> 20% (FR)	VAT amount* 1.63	EUR
<input type="checkbox"/> 5.50% (FR)		

Distribution

1 of 1

... Duplicate Confirm and New Confirm

EXKI TRANSMANCHE
GARE DU NORD
75010 PARIS FRANCE
SIRET:52495923600141 NAF:5610C TVA:FR76524959236
HERMANN B
1 TARTES SALEES 6.50 E
2 ICQP DC SYRAH B 4.90 9.80 C
TOTAL 16.30

	HT	TVA	TTC
C TVA 20.00	8.17	1.63	9.80
E TVA 10.00	5.91	0.59	6.50

CARTE BLEUE
(PASSAGE) 16.30
To:017 Doc:98522 (ihh7) MAT6010S



In the list view of the expense report, multi-VAT information is displayed in the detailed view:

N#	Expense	Status	Taxes	Amount	Authorized	Reported
1	Lunch Operations - Operations Project 1 - 625300-subsistence costs December 20, 2022 Paris (PAR), Paris, Île-de-France Region, France PDF receipt Comments: None		Total VAT Tax benefit	2,22 EUR -	16,30 EUR	16,30 EUR
VAT		10% (FR): 0,59 EUR (FR-10) 20% (FR): 1,63 EUR (FR-20)	10% (FR): 0,59 EUR 20% (FR): 1,63 EUR			
Deductible VAT		100%: 2,22 EUR (DV10)	Total 2,22 EUR			

Multi-VAT information is also available in the expense report PDF and in the export file (CSV and XML)

N#	Expense	Taxes	Authorized	Reported
1	Lunch FR1 - OP - OP1 - 625300 - T0 - 10 12/20/2022 Paid on 12/20/2022 Paris (PAR), Paris, Île-de-France Region, France PDF receipt Comments: None	Total VAT Total deduct. VAT Tax benefit	16,30 EUR	16,30 EUR
VAT		10% (FR): 0,59 EUR (FR-10) 20% (FR): 1,63 EUR (FR-20)		
Deduct VAT		100%: 2,22 EUR (DV10) └ 10% (FR): 0,59 EUR └ 20% (FR): 1,63 EUR		



FOR ACCOUNTANTS

In multi-VAT, the VAT accounting key is displayed below the VAT rule for accountants

In multi-VAT, only one deductible VAT rule applies per expense type. The deductible VAT accounting key is displayed next to the name of the deductible VAT rule.

There is one deductible VAT amount by VAT rule.

Expense Line #1

Date: December 20, 2022 13:45

Amount: 16.30 EUR

VAT

<input checked="" type="checkbox"/> 10% (FR) FR-10	VAT amount * 0.59	EUR
<input checked="" type="checkbox"/> 20% (FR) FR-20	VAT amount * 1.63	EUR
<input type="checkbox"/> 5.50% (FR)		

Deductible VAT

Deductible VAT 100% (DV10)

10% (FR)	Deductible VAT amount * 0.59	EUR
20% (FR)	Deductible VAT amount * 1.63	EUR

1 of 1

Confirm and New Confirm

Please contact your service manager to configure multi-VAT.



[VAT] VAT AMOUNT ALWAYS DISPLAYED AND EDITABLE FOR ACCOUNTANTS

MADE FOR...?	Accountant
COUNTRY	All when Neo expense is supported
ACTIVATION	Automatic

SYNOPSIS

The **VAT amount** field is always displayed and editable for accountants in the expense line form.

This is regardless of if **Allow amount override** is enabled or not for VAT rules.

The screenshot shows the 'Expense Line #1' form with the following details:

- Item:** Dinner
- Location:** Paris (PAR), Paris, Île-de-France Region, France
- Date:** December 20, 2022
- Amount:** 14.50 EUR
- VAT:** 10% (FR) selected, with a value of 1.32 entered.
- VAT accounting key:** FR-10
- Deductible VAT:** No deductible VAT selected.

On the right, a receipt for 'INDIANA CAFE' is displayed, showing a total of 14.50 and a VAT amount of 1.32. The receipt includes the cafe's address, contact information, and a table of charges:

	HT	TVA	TTC
C TVA 10 00	13.18	1.32	14.50
	13.18	1.32	



[VAT] CHANGES IN THE EXPENSE REPORT LIST VIEW FOR ACCOUNTANTS

MADE FOR...?	Accountant
ACTIVATION REQUIRED?	No

SYNOPSIS

In the expense report list view for accountants, the control rate is removed for more clarity.

The deductible VAT amount is no longer editable from the list. Only the expense line form remains editable at that location.



[ACCOUNTANT] EXPAND EXPENSE REPORT LIST

MADE FOR...?	Accountant
COUNTRY	All when Neo expense is supported
ACTIVATION	Automatic

SYNOPSIS

The accountant module within Neo expense continues to be improved. Accountants are now able to expand the pending report list, which can display up to 100 expense reports per page.

A drop-down menu has been added at the end of the list, offering accountants to select the following number of expense reports to display:

- 25 (by default)
- 50
- 100

The screenshot displays a web interface for viewing expense reports. At the top right, there are input fields for 'Type expense report ID' and an 'Open report' button. Below this, there are tabs for 'Pending', 'Approved', and 'Rejected'. The main area is a table with columns: Submitted date, Policy, Amount, and Approval Status. The table contains several rows of data, including dates, policy status (e.g., 'OUT OF POLICY', 'IN POLICY'), amounts in EUR, and approval status ('APPROVED'). At the bottom left, there is a pagination control showing '1 - 25 of 148 expense reports'. At the bottom right, a red box highlights a dropdown menu for selecting the number of rows to display, with options for 25, 50, and 100. The current selection is 25.



[OCR] RECEIPT SCANNING ENHANCEMENTS

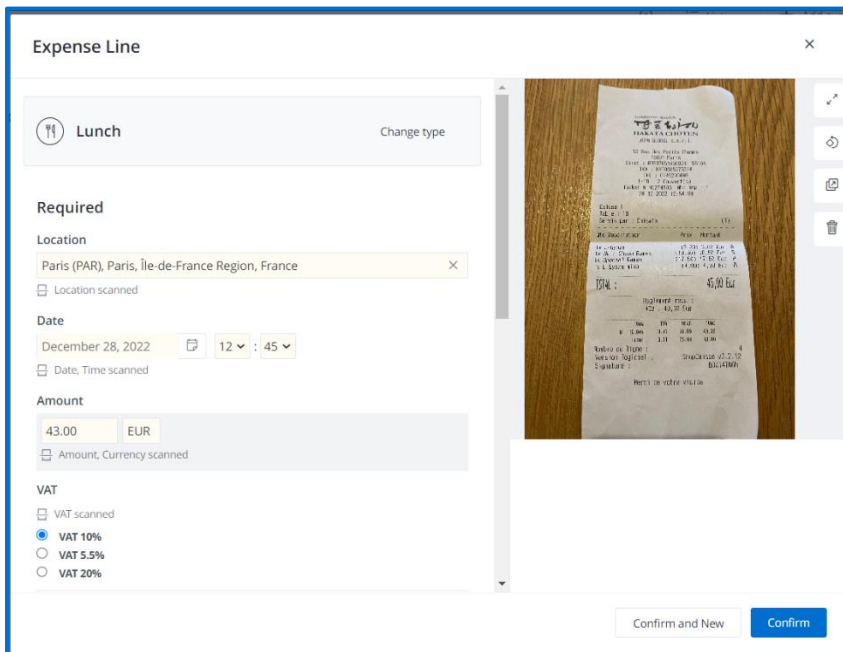
MADE FOR...?	Traveler
COUNTRY	All when Neo expense is supported
ACTIVATION	Automatic

SYNOPSIS

With this release, the display of data captured from a receipt via OCR (optical character recognition) has been enhanced.

Scanned fields will be immediately highlighted in yellow, and a label will be displayed below each field. This makes it so users can quickly recognize what information has been scanned. The yellow highlight is removed after editing or closing the form.

This applies when the OCR setting is enabled in the configuration.



REMINDER

OCR can read the following information from the receipt:

- Location
- Date
- Hour
- Amount
- Currency
- Vendor
- VAT rate and the VAT amount

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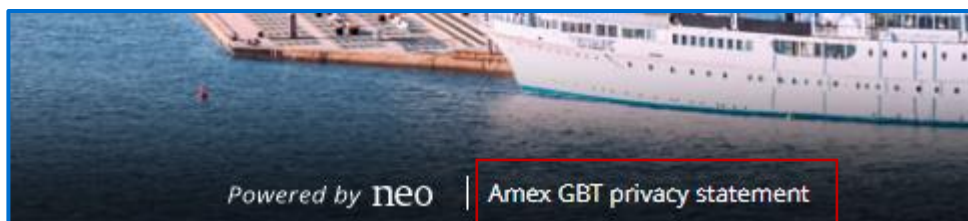
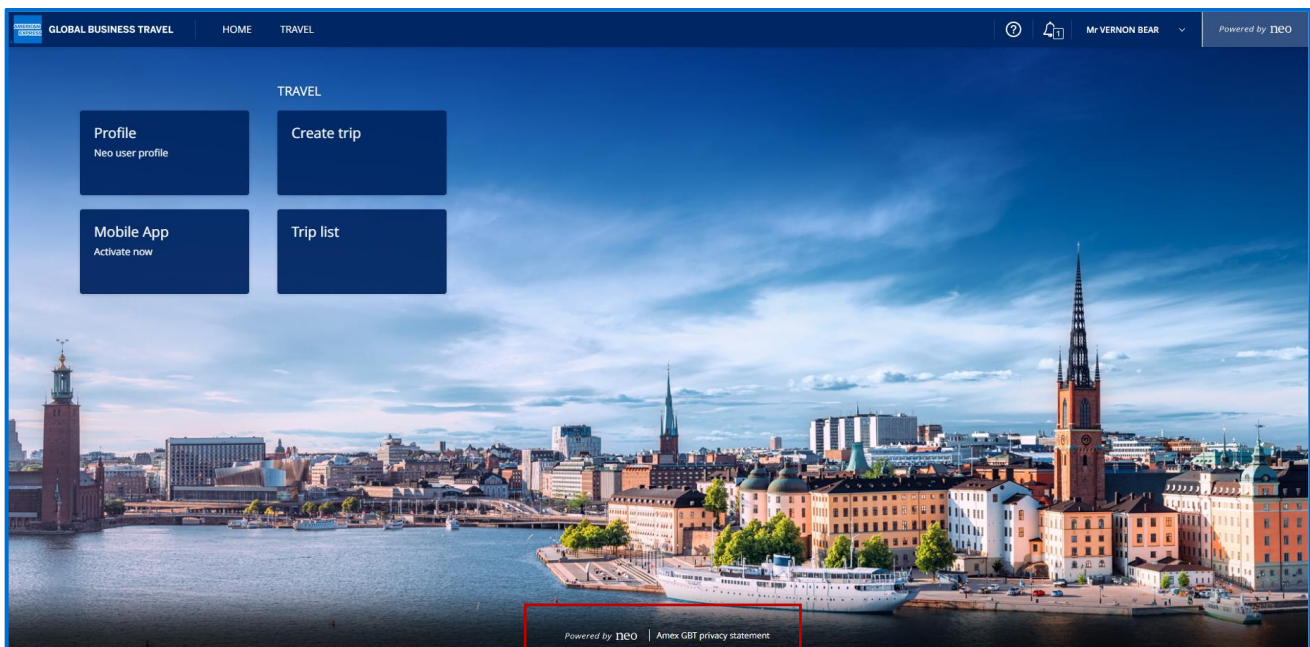
[NEO] CUSTOMERS WITH GBT CONTRACTS: SUPPORT LINK TO AGENCY PRIVACY STATEMENT

COUNTRY	All
ACTIVATION	Activation will be done in coming days after 23.1 delivery
AVAILABLE ON ...?	Desktop

SYNOPSIS

For customers whose Neo contract is not directly held by KDS, the terms of the contract holder's privacy statements are applicable. This is since the standard Neo privacy statement is worded in a way which requires Neo to be the main data processor for GDPR purpose. As a result, it does not completely fit certain cases.

To manage this, an option has been added to allow replacing Neo privacy statement link within the home page footer by an external link pointing to the correct privacy statement:



For customers whose Neo contract is held by GBT, the appropriate link (<https://privacy.amexgbt.com/>) will be setup on all GBT instances.

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