

neo



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TRAVEL

Neo™ 23.3 Release Notes

24 JULY 2023

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ADVANCE NOTICES

[RAIL] SNCF PROJECT UPDATES (DELTA AND BOOST)

MADE FOR...?	Traveler Arranger Travel Manager GBT
ACTIVATION REQUIRED?	No – customers' sites will be updated automatically

SYNOPSIS

This notice aims to inform and provide an update on two major SNCF projects: Delta and Boost.

DELTA PROJECT

The migration of Thalys trains from the Résarail inventory to S3 Eurostar is in progress.

From 1 June 2023, the following changes have been made applicable:

- **Until 31 August 2023**, trips will be hosted in the Résarail inventory as they are at present.
- **From 1 September 2023**, bookings will be made directly in the S3 Eurostar inventory.

During this transition period, if a section of your trip is in August (e.g., outbound) and another part is in September (e.g., inbound), the reservation will be split between the inventories: Résarail inventory for the August outbound part of the trip, and S3 Eurostar inventory for the September inbound part of the trip.

Depending on the reservation system used by the travel agency, either this reservation can be made in a single booking, or the reservation will be divided. In certain circumstances, travelers will not be able to view any search results and will have to make a split search for their trip. This is the case for Amadeus users since that system is not yet ready to handle two separate inventories in a single PAO order.

There will be a further limitation for the S3 inventory. When there is a multi-passenger booking, if one traveler has a discount card and the other travelers do not, SNCF will only return public fares. Each booking will have to be made individually.

Ticketing time limits include:

- Up to 10 days before departure: 72 hours
- From 10 days to 1 day before departure: 24 hours
- From 24 hours before departure: 60 minutes

As with Eurostar, there is no current option to request a “close to” or a specific seat (please note that this includes seat preferences such as aisle, window, etc.) for Thalys trains.



BOOST PROJECT

A migration will be made from Réसारail SNCF content to S3P SNCF. This includes:

- **Domestic offers:** TGV, night trains, intercity trains
- **International trains:** Luxembourg, Fribourg, Brussels, Lyria Offers (Paris-Geneva or Zurich), SVIU (Paris to Milan), ALLEO (Paris to Strasbourg, Stuttgart, München, Saarbrücken or Frankfurt) and TGV INOUI France-Spain, Paris to Barcelona

From **11 October 2023**, the following is expected:

- For travel dates before 10 January 2024, bookings will continue to be made in the Réसारail inventory.
- For travel dates from 10 January 2024, bookings will be made in S3P SNCF.



[RAIL] RENFE: INTERNATIONAL TRAIN OFFERS FRANCE TO SPAIN

MADE FOR...?	Traveler Arranger Travel Manager
ACTIVATION REQUIRED?	No

SYNOPSIS

From July 2023, RENFE will begin offering new routes from and to Spain and France:

- Barcelona to Lyon: starting from 13 July 2023 (Friday to Monday)
- Madrid to Marseille: starting from 28 July 2023 (Friday to Monday, then 16 times per week from August)

NEXT STEPS

From September 2023 on the line from Lyon, and in October on the Marseille line, RENFE will begin operating AVE (high speed) trains from Monday to Sunday, offering 28 runs per week.

Between Nîmes and Barcelona, there will be four trains per day.

OFFER DETAILS

This offer includes the following:

- High speed train (AVE)
- Confort and Standard classes
- Basico and Elige fares

The services proposed include:

- Free WiFi
- Power sockets
- Bar
- Up to 3 pieces of luggage

SCOPE

RENFE Direct Link



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[NEO] CHECKOUT: ALL PAGES DISPLAYED IN FULL SCREEN

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

SYNOPSIS

All the checkout pages are now implemented as full pages. This reduces scrolling when reading and updating the checkout pages. This approach prepares for future checkout process migration.

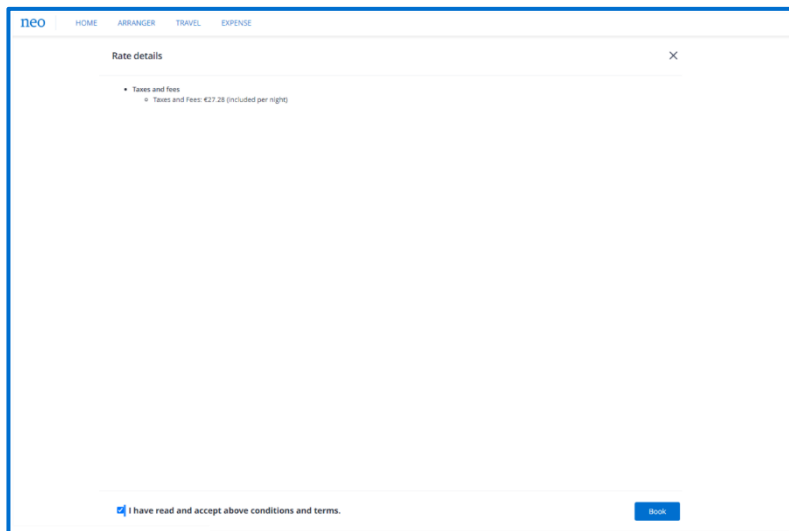
- All checkout steps are displayed in full page:
 - Pre-checkout pages such as the travel update reason and hotel rates details and guarantee:
 - Hotel rates details and guarantee are being worked on and will be delivered in an upcoming version.
 - All remaining checkout pages are being upgraded to a more user-friendly full-page layout:
 - Non compliancy reasons
 - Air delivery and payment
 - Car guarantee and payment
 - Business information review
 - Personal data confirmation

EXAMPLE

- Air service: Paris to Miami return
- Hotel in Naples, Florida (Non-compliant)

In this case, the Checkout pages will be displayed in this order:

Hotel rates details



The non-compliance reason page

neo | HOME | ARRANGER | TRAVEL | EXPENSE

Compliance

Your selection is out of policy.

2 hotel nights at Best Western Naples Inn & Suites (20/05/2023)
Please select the reason for choosing an out of company policy hotel:

because

Next

The air service “delivery and payment” page

Delivery and Payment

Delivery & Payment

Delivery: E-ticket

Payment

Credit Card: Lodge Card

Some airlines charge a credit card fee. It is not yet possible to show the fee including your surcharge. Therefore the credit card surcharge, if applicable, will only be added after your booking is complete.

Next



The hotel “guarantee” page

neo | HOME | ARRANGER | TRAVEL | EXPENSE

Hotel Guarantee ✕

Hotel Guarantee

Credit Card: Visa 4444****1111

Agency

Smoking/Non-smoking

(Subject to availability)

[Next](#)

[EXCHANGE] FURTHER INFORMATION DISPLAYED FOR MODIFICATIONS

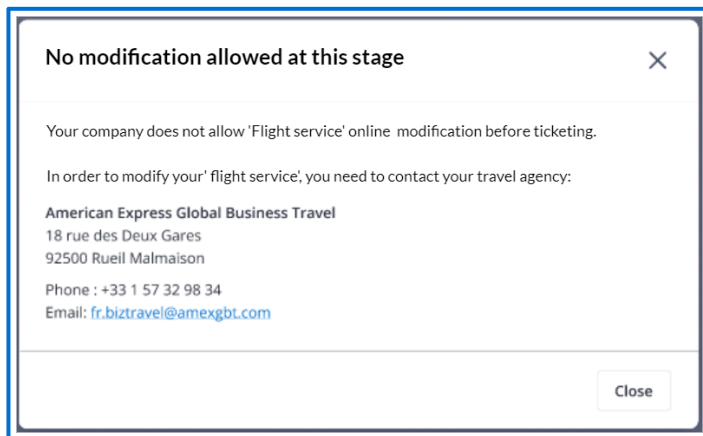
GDS SUPPORTED	All
COUNTRY	All
ACTIVATION	Automatic
AVAILABLE ON ...?	Desktop Mobile (GBT Mobile and Neo Mobile App)

SYNOPSIS

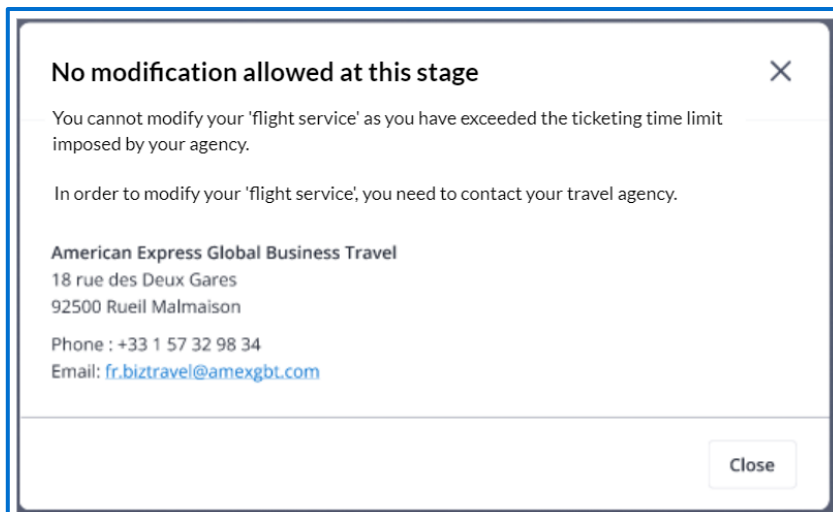
Since the Modify button is always displayed on the user interface, users need to know when modifying an unticketed trip is not allowed.

A pop-up will be displayed when a modification is not allowed. This information will display a reason and contact information for the travel agency. Note this enhanced information is available for modifications before ticketing. It will be available in a near future during exchange (post ticketing) flow.

Allow PNR modification is off.



The ticketing deadline is outside configured delays.





The content source does not allow modification after booking

No modification allowed at this stage ✕

Easyjet or TravelFusion do not permit the modification of your 'flight' after booking.
In order to modify your flight, you need to contact the carrier directly and make the modification on their Website directly: Your confirmation number is '5548AER14236C'

American Express Global Business Travel
18 rue des Deux Gares
92500 Rueil Malmaison
Phone : +33 1 57 32 98 34
Email: fr.biztravel@amexgbt.com

Close

[TRANSPORT] TIME SELECTOR ON TRANSPORT RESULTS PAGE

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

SYNOPSIS

To ease user transport selection and to offer more accurate results several options have been added or updated from the search form to the result page. This will allow user to find more easily the flight they are looking for.

Transport results Current search: Nice - All Airports and Railways — Nantes - All Airports and Railways, Thu, 21 Sep

Stops Companies Price Airport/Station Connections CO₂ emissions In policy only

Choose departing trip

Recommended
Recommendations are based on a combination of criteria established by your company, including price, travel policy and preferred suppliers. Duration, number of stops and CO₂ emissions are also considered. [Know more](#)

Sort by Recommended

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

easyJet	09:05 (NCE) Thu, 21 Sep	>	10:40 (NTE) Thu, 21 Sep	1h 35m Non-stop	Standard Economy (Y) Change fare/class	€59 Total Price	Select
U2 4702 · 85kg CO ₂							
AIRFRANCE	06:25 (NCE) Thu, 21 Sep	>	09:50 (NTE) Thu, 21 Sep	3h 25m 1 Stop (LYS)	Light Economy (F, F) Change fare/class · View seats	€143 Total Price	Select
AF 1701, AF 1482 · 133kg CO ₂ · Operated by Air France, Hopl							
AIRFRANCE	06:00 (NCE) Thu, 21 Sep	>	09:30 (NTE) Thu, 21 Sep	3h 30m 1 Stop (CDG)	Standard Economy (N, N) Change fare/class · View seats	€143 Total Price	Select
AF 7315, AF 7500 · 169kg CO ₂							

Can't find what you are looking for? Refine your search by changing the time of departure

Choose exact time Earlier results Later results

Can't find what you are looking for? Refine your search by changing the time of departure

Choose exact time

06:30
07:00
07:30
08:00
08:30
09:00

Apply

Earlier results Later results

[TRANSPORT] DEDUPLICATE TRANSPORT SEGMENTS

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

SYNOPSIS

Currently, when several sources for air transport offers are configured, the same flight can be offered twice since they come from different sources. As a result, users can sometimes see duplicates of the same flight on the results page, which causes confusion.

Neo will now deduplicate results which appear twice. They will now only appear once on the results page. Alternative fares from diverse sources will be presented on the change fare option screen. Users will benefit from the easier user flow which will allow them to find a flight transport result tailored to what they expect. Secondly, users can also choose the appropriate fare amongst those offered for the selected flight result.

This behavior applies to low-cost carriers from Travefusion and air content coming from the GDS.

BEFORE

The screenshot displays a list of flight options for the route ORY to BCN on Tuesday, 5 Sep. The first two entries are highlighted with a red border, indicating they are duplicates of the same flight. Each entry shows the carrier (vueling), flight number (YY 8005), departure and arrival times, duration, fare class, and total price. The first entry is Basic Fare (Economy (Y)) for €46, and the second is Timeflex (Economy (Q)) for €154. The other two entries are also duplicates, with Basic Fare (Economy (Y)) for €71 and Timeflex (Economy (A)) for €181. Each entry includes a 'Select' button and a 'Show details' link.



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AFTER

vueling	07:05 (ORY) Tue, 5 Sep	> 08:50 (BCN) Tue, 5 Sep	1h 45m Non-stop	Basic Fare ⓘ Economy (Y) Change fare/class · View seats	€46 Total Price	Select
	VY 8005 - 88kg CO ₂			📱 📺 🛎️ 📶	IN POLICY	⌵ Show details
vueling	09:10 (ORY) Tue, 5 Sep	> 10:55 (BCN) Tue, 5 Sep	1h 45m Non-stop	Basic Fare ⓘ Economy (Y) Change fare/class	€71 Total Price	Select
	VY 8001 - 88kg CO ₂			📱 📺 🛎️ 📶	IN POLICY	⌵ Show details
vueling	10:40 (CDG) Tue, 5 Sep	> 12:35 (BCN) Tue, 5 Sep	1h 55m Non-stop	Basic Fare ⓘ Economy (Y) Change fare/class	€101 Total Price	Select
	VY 8251 - 82kg CO ₂			📱 📺 🛎️ 📶	IN POLICY	⌵ Show details

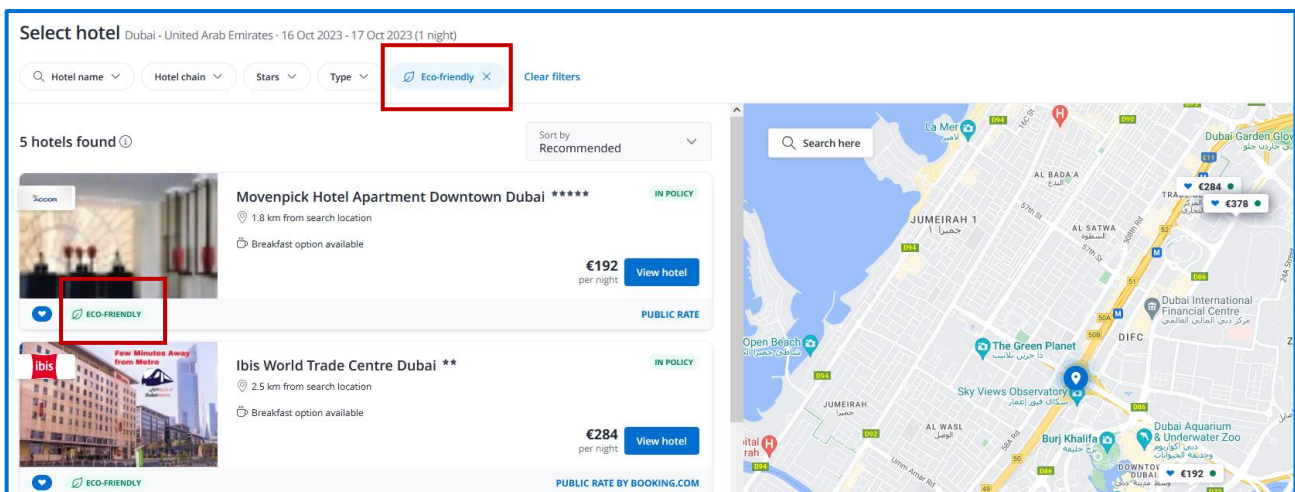
[HOTEL] ECO-FRIENDLY BADGE IMPROVEMENT

HOTEL SOURCE SUPPORTED	SMP
COUNTRY	All
ACTIVATION	Automatic for GSTC program On request for client's "eco friendly" hotel program
AVAILABLE ON ...?	Desktop Mobile (GBT Mobile and Neo Mobile App)

SYNOPSIS

With this release, Neo will now provide default data concerning the "eco-friendly" badge when hotel content is sourced via Supply MarketPlace™. This data will be based on GSTC (Global Sustainable Tourism Council) program. GSTC manages global standards for sustainable travel and tourism and acts as an international accreditation body for sustainable tourism certification.

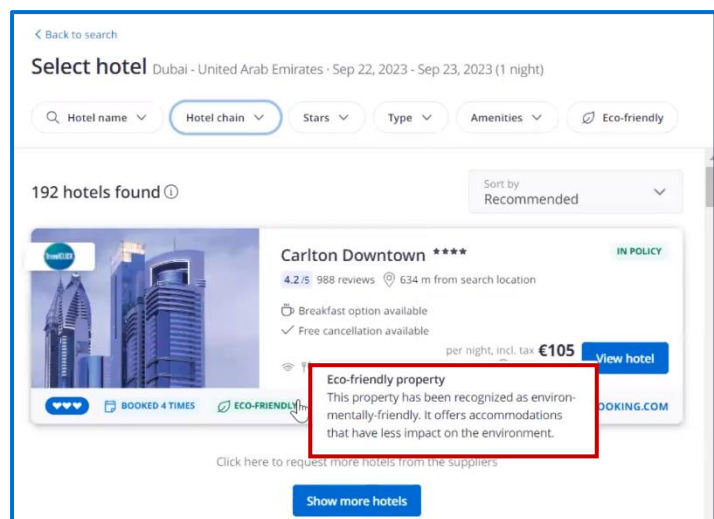
In addition, clients that have a customized hotel program can identify their preferred hotel properties as "eco-friendly". This option will require additional configuration.



In upcoming versions, Neo will update the eco-friendly badge tooltip, with the objective of indicating the source of the information.

SCOPE

This is applicable to hotels through SMP.



[HOTEL] FILTER BY CHAIN OR BRAND/SUB-CHAIN

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

SYNOPSIS

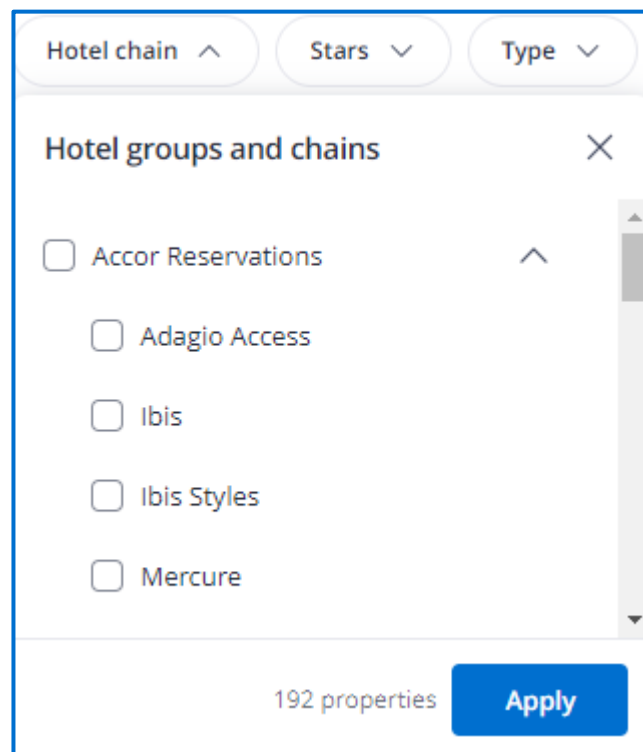
Users will now be able to filter hotel search results by chain as well as brand / sub-chain. This will be particularly valuable for users who want to focus on hotels that are part of a particular chain loyalty program.

For example: Accor can be selected if the user wants to see all accord hotels (Ibis, Novotel etc).

SCOPE

This is applicable to all hotel sources.

Please note this is the first step in enabling this. Support for other major global chains will be available in an upcoming service pack.



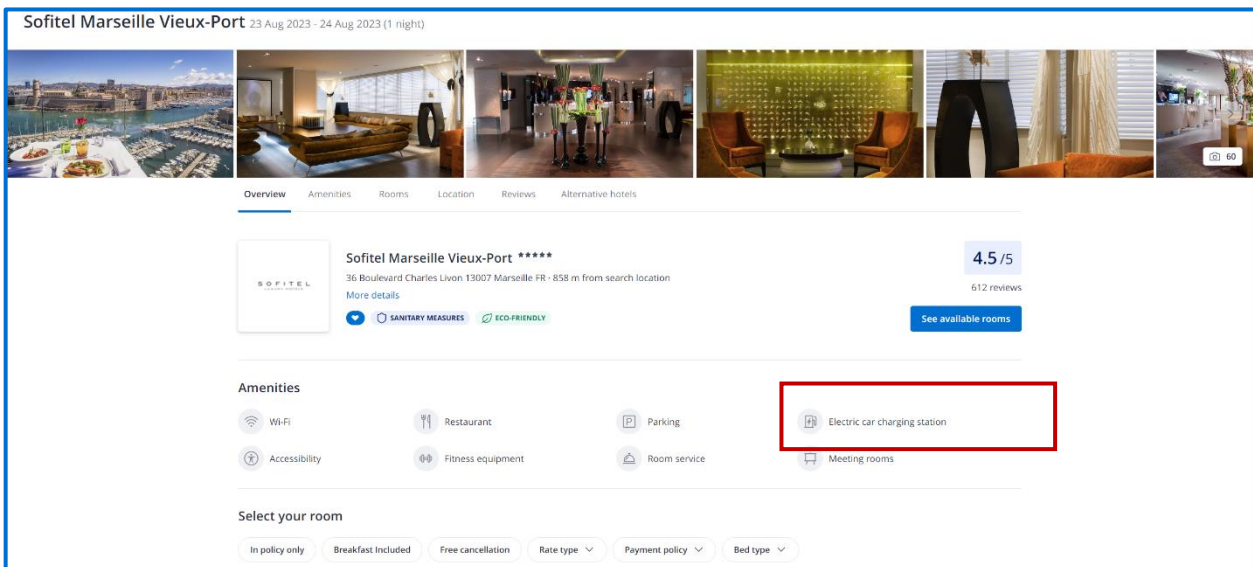
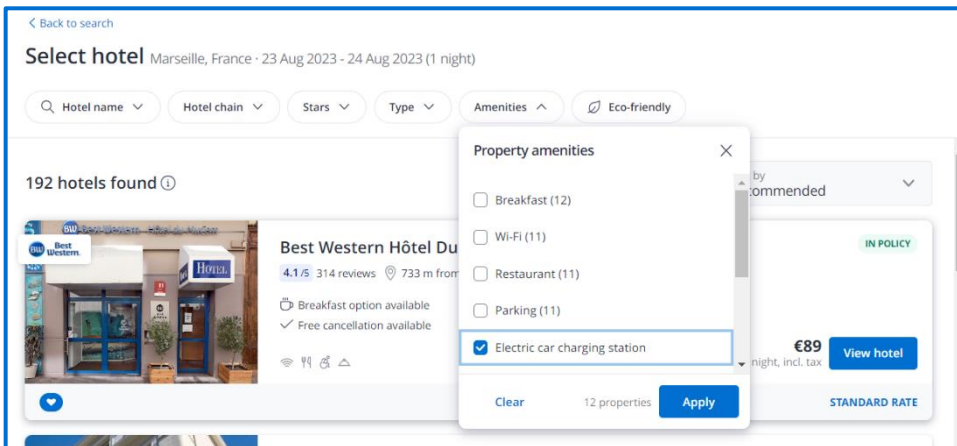
[HOTEL] AMENITIES: CHARGING STATION FOR ELECTRIC VEHICLES

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

SYNOPSIS

Travelers are putting more emphasis on sustainability. In order to help travelers achieve this, Neo continues to add sustainability-related features. In 23.3, users will be able to filter hotel search results by the amenity **Electric car charging station**. This will display in the amenities filter on the hotel search results page as well as on the hotel overview page.

Users will now be able to filter and see the new amenity **Electric car charging station** through the existing filter amenities. This amenity will also be displayed on the hotel results page as well as on the hotel overview page.



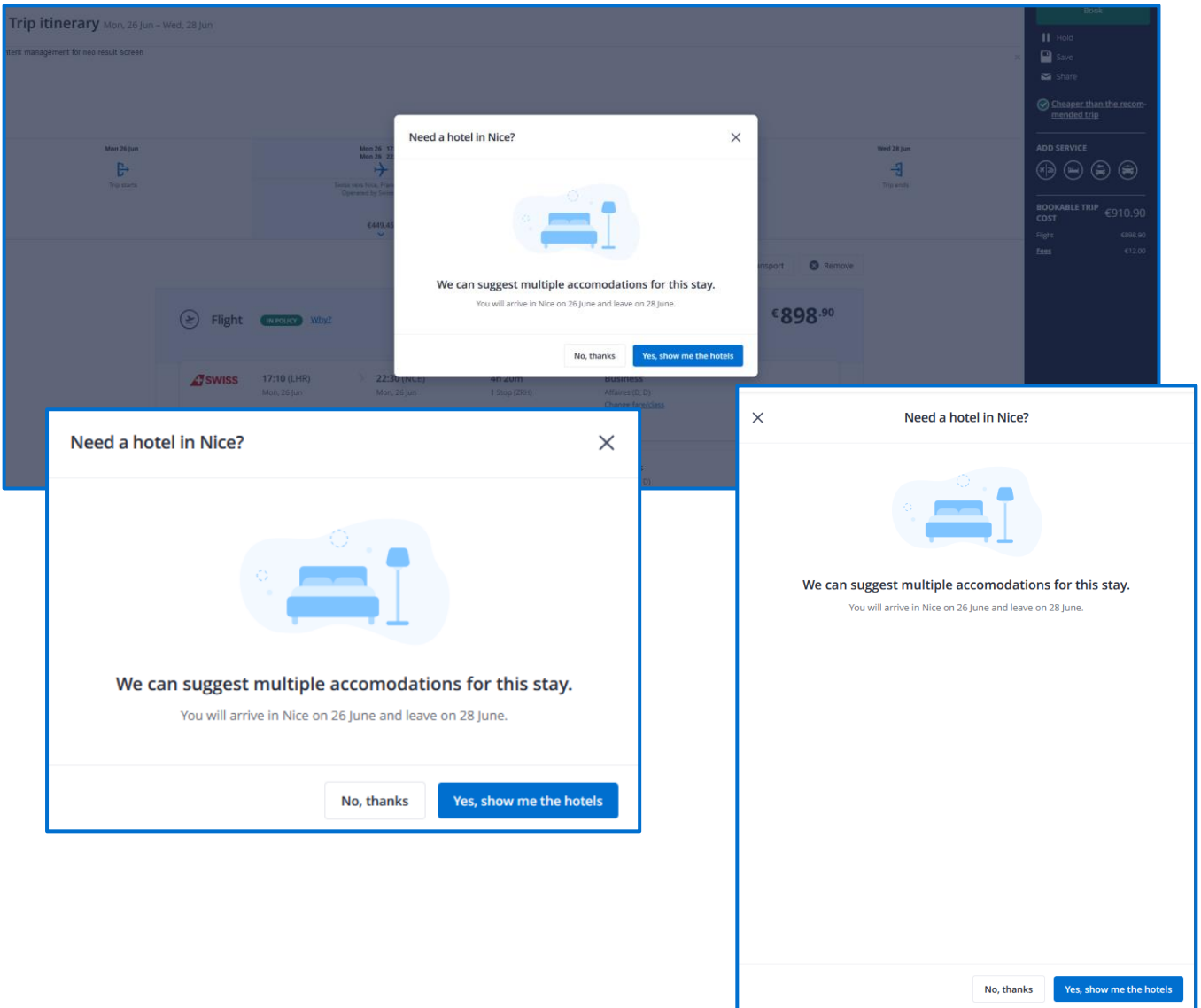
[HOTEL] NEW IMAGE FOR HOTEL POPIN

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

SYNOPSIS

When a user books a trip where they spend the duration equal to that of one night at the destination and yet haven't booked a hotel, a pop-in is displayed to users prompting them to also book a hotel (if they do indeed need it).

To align with the user interface on the Neo application, the image which appears in this pop-in is updated.



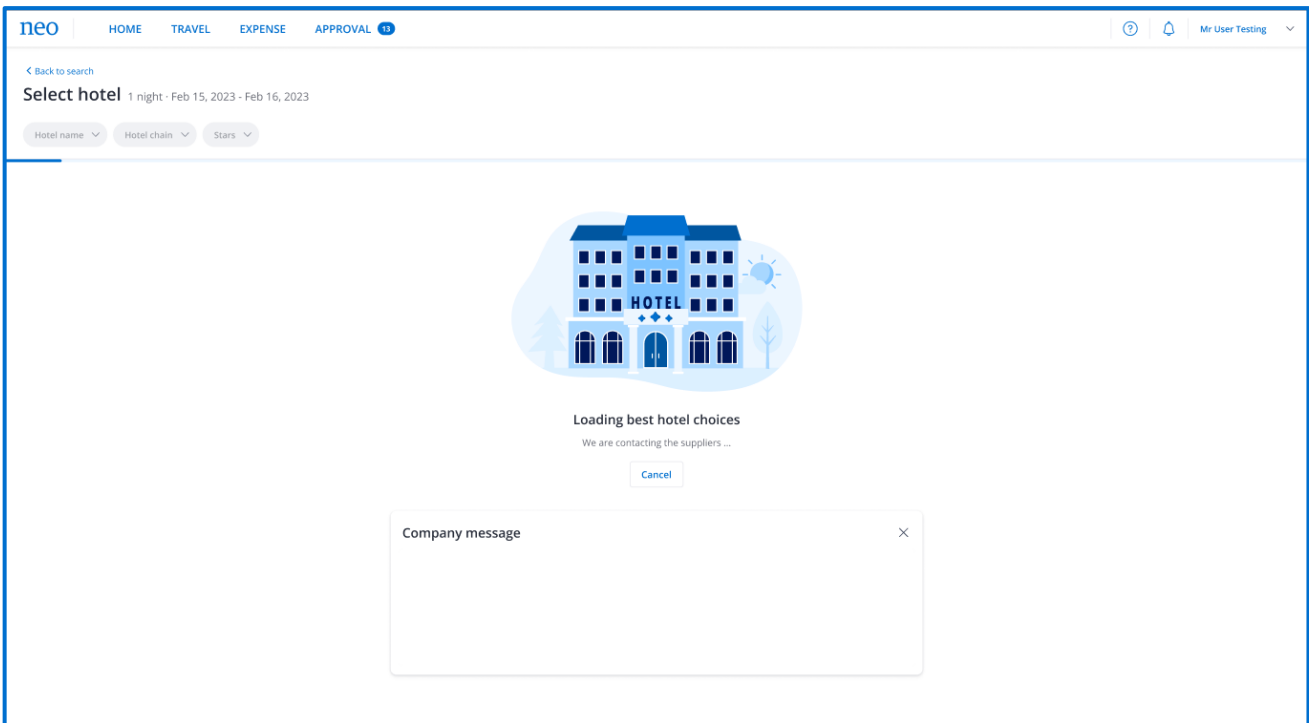
[HOTEL] WAITING SCREEN

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

SYNOPSIS

The waiting screen for hotel search has been updated to include further information explaining to users what the system is doing at that moment.

Users will be informed that Neo is contacting suppliers and looking for the best possible solutions all while considering their company travel policy. This should improve the user's overall experience and understanding of the system.



[RAIL] PASSENGER RIGHTS REGULATION

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

SYNOPSIS

New regulations are expected from the EU Council - UE Regulation 2021/782 which are applicable from 7 June 2023 for all UE rail carriers. Further details can be found by [clicking on this link](#).

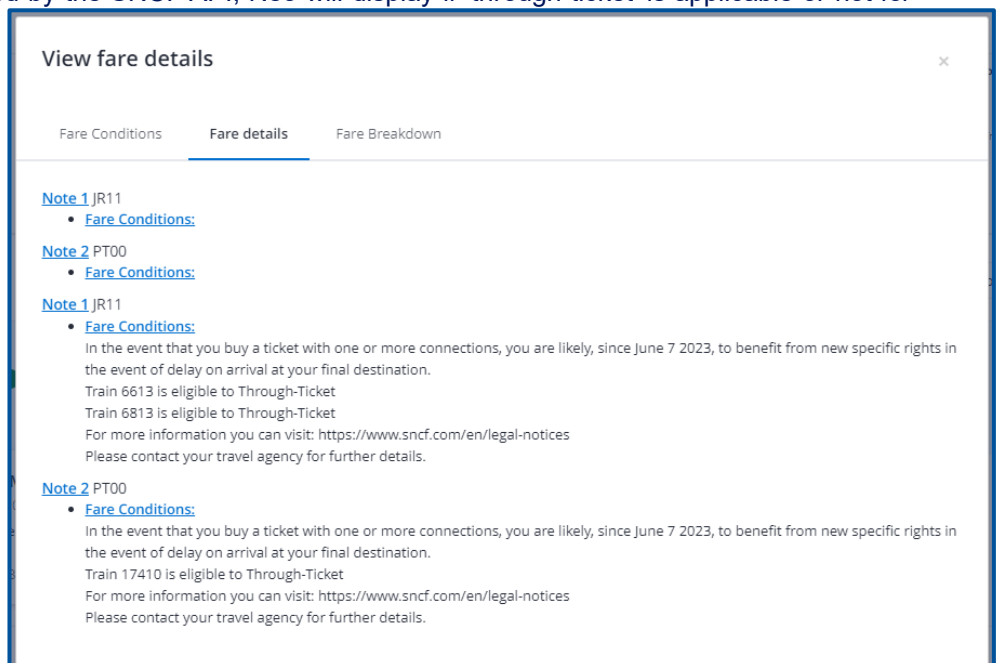
The goal of this reform is to safeguard the rights of rail passengers and improve the quality and effectiveness of rail passenger services. This will help increase the share of rail transport in relation to other means of transportation.

The main areas of this regulation include:

- A new notion of 'through-ticket' (in French, billets directs) has been introduced, representing the unique transport contract for successive railway services operated by the same or several railways. The objective is to identify which carrier, and for which part of the travel segment in the journey it is accountable for.
- Travel information which is affected includes users' rights, compensation, lost luggage process and accessibility.

This regulation stipulates that it is necessary to display to those booking their trip if the ticket is a through-ticket or not. Otherwise, it must be assumed that it is. This notion must be available before and after the booking of the trip is completed.

Based on the information returned by the SNCF API, Neo will display if 'through-ticket' is applicable or not for each train selected. This will be displayed in Neo in the View fare details, under the Tab "fare details" where user can verify fare conditions.





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In the event that a user buys a ticket with one or more connections, they are likely from 7 June 2023 to benefit from new specific rights in the event that a train is delayed at its final destination. For further information, please visit <https://www.sncf.com/en/legal-notice>

SCOPE

This is for SNCF Direct Link. Scope will be extended to other European rail providers in the upcoming Neo releases.

NOTE: SNCF does not provide through-ticket information during exchange, only at the shopping stage of the original reservation.



[TRANSPORT] AIRLINE E-TICKET IDENTIFIER NO LONGER DISPLAYED

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

SYNOPSIS

Airlines have automated the way to render e-tickets to travelers. Before, it was necessary for travelers to supply an identifier (e.g., frequent flyer number, credit card, etc) to retrieve their e-ticket.

The screenshot shows a 'Delivery and Payment' form. Under the 'Delivery & Payment' section, it says 'Delivery: E-ticket'. Below this, there is a field for 'Identifier for Mr Jul Colibri: Iberia:' with a dropdown menu showing 'No identifier'. The 'Payment:' and 'Agency Billing' sections are also visible.

This information is now made available to the airline without any involvement from the traveler, who will no longer be asked for this information.

The screenshot shows the same 'Delivery and Payment' form, but the identifier field for Iberia has been removed. The 'Delivery & Payment' section still shows 'Delivery: E-ticket'. The 'Payment:' and 'Agency Billing' sections are also visible.



Please note that this modification **only** concerns air transport. In case of transport by rail, some railways still require this information, and the traveler will be requested to supply this information.

Delivery and Payment ✕

Delivery & Payment (SNCF)

Delivery: E-billet Mailing address

Identifier for Mr booking hr:
SNCF:

Payment:

Agency Billing

Delivery & Payment (Air France)

Delivery: E-ticket

Payment:

Agency Billing

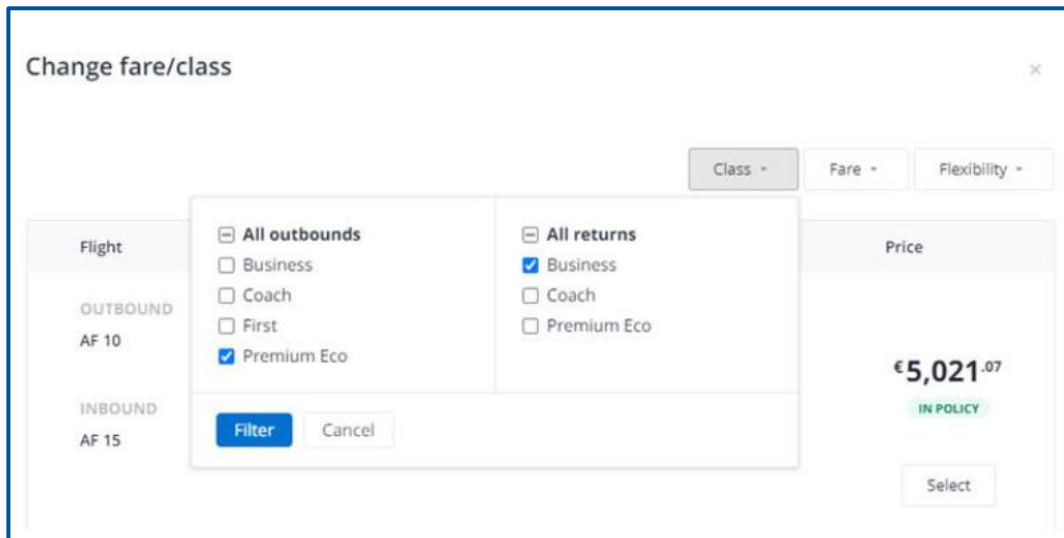
[GDS] GALILEO: HANDLE MIXED CABIN FARES

GDS SUPPORTED	Galileo
COUNTRY	All countries where Galileo is supported.
ACTIVATION	Automatic
AVAILABLE ON ...?	Desktop Mobile (GBT Mobile and Neo Mobile App)

SYNOPSIS

Many clients have travel policies which indicate that travelers can book trips where the outbound flights are in one cabin, and the return flights are in a different cabin.

Neo already supports this for reservations on the Sabre and Amadeus reservation systems. With this enhancement, that functionality will now be supported on the Galileo reservation system as well.



SCOPE

Applicable to Galileo

[RENTAL CAR] AMADEUS: PRICES AND BOOK OPTIONS NOW DISPLAYED FOR SNOW TIRES AND GPS

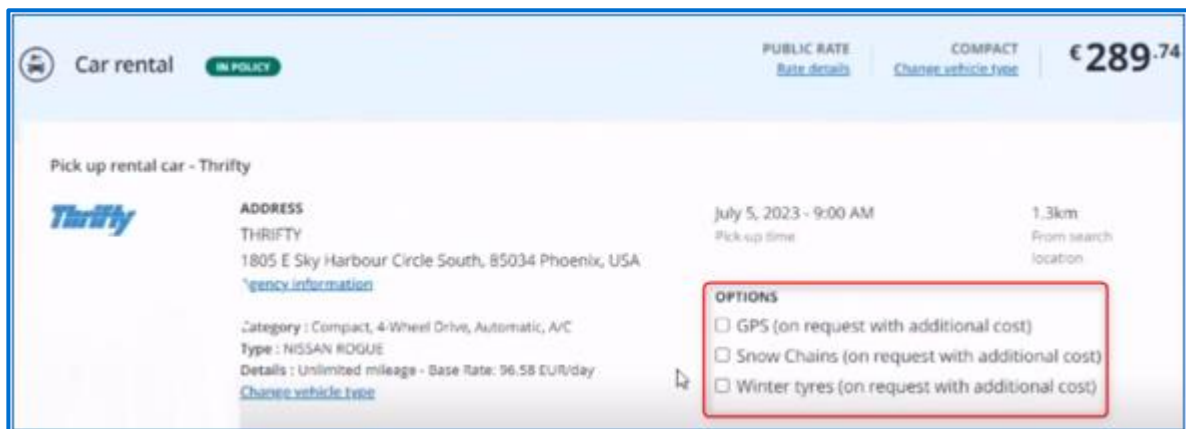
GDS SUPPORTED	Amadeus
COUNTRY	All
ACTIVATION	Automatic
AVAILABLE ON ...?	Desktop Mobile (GBT Mobile and Neo Mobile App)

SYNOPSIS

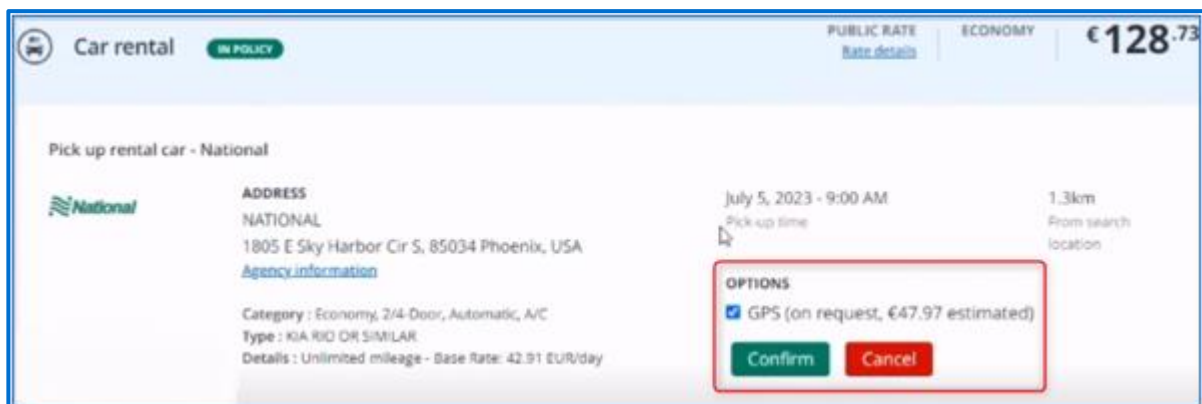
Further content concerning the options available for rental cars is now made available to users.

As a result, improvements have been made to display prices and booking options, which avoid users having to call the car rental agency to add the options of snow tires and/or GPS. Available options will be displayed by supplier and by station. Users will be able to book the options displayed at the shopping step in Neo.

BEFORE



AFTER





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NEO EXPENSE

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[VAT] MANAGEMENT OF MULTIPLE TAXES LEVIED BY DIFFERENT GOVERNMENTS (CANADIAN USE CASE)

MADE FOR...?	Traveler Accountant
COUNTRY	Canada
ACTIVATION	On request

USE CASE

In some provinces in Canada, there are two types of sales taxes:

- **Provincial Sales Taxes (PST)** levied by provinces
- **Goods and Services Tax (GST)** levied by the federal government.

SYNOPSIS

To comply with the local taxation system, Neo will now support two new modes of multi-VAT:

- **Multi-VAT:** All VAT rules are automatically applied (hidden for users)
 - The VAT section will be hidden for users and approvers, and will only be displayed to accountants
 - VAT amounts will be automatically calculated and can then be edited by accountants
- **Multi-VAT:** All VAT rules are applied and displayed
 - The VAT section will be displayed for users, approvers, and accountants
 - VAT amounts will be scanned by the OCR or automatically calculated and can be edited by user and accountants



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 Sales - Sales Project 1 - 625300-subistence costs June 26, 2023 Montreal (YMQ), Montréal, Quebec, Canada Six Pints Image receipt Comments: None VAT: GST (TPS) 5%: 1.86 CAD (CA-1) QST (TVQ) 9.975%: 3.70 CAD (CA-2) Deductible VAT: 100% default: 5.56 CAD (N/A)		Total VAT Tax benefit	5.56 CAD -	42.70 CAD	42.70 CAD

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 US - SA - SA1 - 625300 - T0 - 10 06/26/2023 Paid on 06/26/2023 Montreal (YMQ), Montréal, Quebec, Canada Six Pints Image receipt Comments: None VAT: GST (TPS) 5%: 1.86 CAD (CA-1) QST (TVQ) 9.975%: 3.70 CAD (CA-2) Deduct. VAT: 100% default: 5.56 CAD (N/A) GST (TPS) 5%: 1.86 CAD QST (TVQ) 9.975%: 3.70 CAD	Total VAT Total deduct. VAT Tax benefit	5.56 CAD 5.56 CAD — CAD	42.70 CAD	42.70 CAD

Please contact your service manager to configure multi-VAT.

[OCR] EXPENSE TYPE SCANNED

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

SYNOPSIS

The OCR feature has been enhanced to facilitate the creation of expense lines by prepopulating the expense type. As a reminder, the following are scanned already by OCR: date, time, amount, currency, location, vendor, VAT rate and VAT amount.

When scanning a receipt, Neo will be able to detect the following expense types

- Breakfast
- Lunch
- Dinner
- Hotel
- Taxi
- Parking fees

There are two possible cases for the scan of the expense type which depends on the configuration:

1. The expense type will automatically be selected if there is only one match

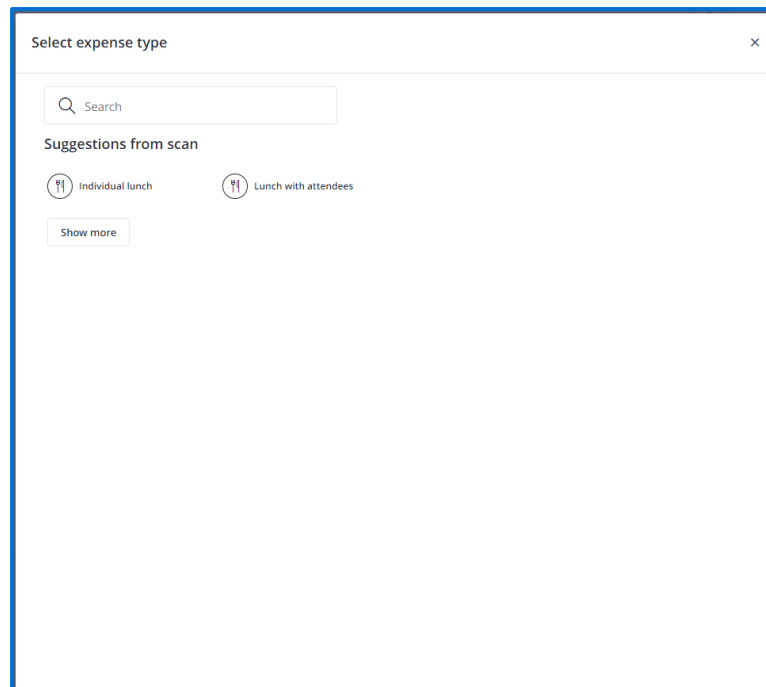
The screenshot shows the 'Expense Line' form with the following fields populated:

- Expense type:** Dinner (Change type)
- Expense type scanned:** [icon]
- Required:**
 - Location:** Marseille (MRS), Bouches-du-Rhône, Provence-Alpes-Côte d'Azur Region, France (X)
 - Location scanned:** [icon]
 - Date:** June 20, 2023 (calendar icon), 20:45 (dropdowns)
 - Date, Time scanned:** [icon]
 - Amount:** 36.00 EUR (Amount, Currency scanned)
 - Vendor:** L'alchimiste (Vendor scanned)
 - Distribution:** Sales (Cost Center)

On the right, a scanned receipt from 'L'alchimiste' is visible, showing a total of 36,00 € and a VAT rate of 10%.

At the bottom right of the form, there is a checkbox for 'VAT on Receipt' (unchecked) and two buttons: 'Confirm and New' and 'Confirm'.

2. Suggested expense types will be proposed in the case that several types could match



A label will be displayed below the expense type so that users can quickly recognize what has been scanned. This is applicable when the OCR setting is enabled in the configuration.

NEXT STEPS

Neo will soon be able to detect even more expense types in future versions of Neo.



[EXPENSE] COMPANY PAID CORPORATE CARDS TRANSACTION VISUALISATION

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

SYNOPSIS

Corporate credit card transactions charged on a company account (“company paid”) are at present imported in Neo Expense. However, there have been challenges making sure that users submit their expenses properly to facilitate reconciliation of the charges to the credit card statement.

An enhancement is now available to display the corporate credit card transactions imported in Neo per billing account and per billing period.

The first table represents the number of corporate credit card transaction according to their status in Neo:

Credit card statements						
Billing account	Import issues	Draft	Pending approval	Accounting review	Ready for export	
036-J... 1,300	1 48.87 GBP	2 94.74 GBP	1 40.87 GBP	2 86.74 GBP	1 48.87 GBP	

The second table presents the inside of a billing account, with all billing periods with at least one pending corporate credit card transaction and their status in Neo:

0364 0300						
Billing period	Import issues	Draft	Pending approval	Accounting review	Ready for export	Cleared for payment
October 25, 2022 - November 24, 2022	1 48.87 GBP	2 94.74 GBP	1 40.87 GBP	2 86.74 GBP	1 48.87 GBP	0.00 GBP ⓘ



The third table is representative of inside a billing period, including all corporate credit card transaction details with their status in Neo:

< Back

October 25, 2022 - November 24, 2022

Transaction date	Description	Amount	Employee	Transaction status
17/11/2022	BAR IBERICO LIMITED Breakfast	40.87 GBP	British Traveller United Kingdom	Waiting for approval 183794
17/11/2022	BAR IBERICO LIMITED Office Supplies	40.87 GBP	British Traveller United Kingdom	Accounting review 183795
17/11/2022	BAR IBERICO LIMITED Lunch	45.87 GBP	British Traveller United Kingdom	Accounting review 183796
17/11/2022	BAR IBERICO LIMITED Lodging	44.87 GBP	British Traveller United Kingdom	In draft 183802
17/11/2022	BAR IBERICO LIMITED Air Ticket	49.87 GBP	British Traveller United Kingdom	In expense box
17/11/2022	BAR IBERICO LIMITED Dinner	48.87 GBP	British Traveller United Kingdom	Ready for export 183797
17/11/2022	BAR IBERICO LIMITED	48.87 GBP	British Accountant United Kingdom	Unassigned

1 - 7 of 7 expense reports

Rows 25

NOTE: This new functionality is only compatible with American Express Corporate Credit cards.

Please contact your Neo technical contact for activation.

[EXPENSE REPORTS] NEW CREATE REPORT FLOW

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

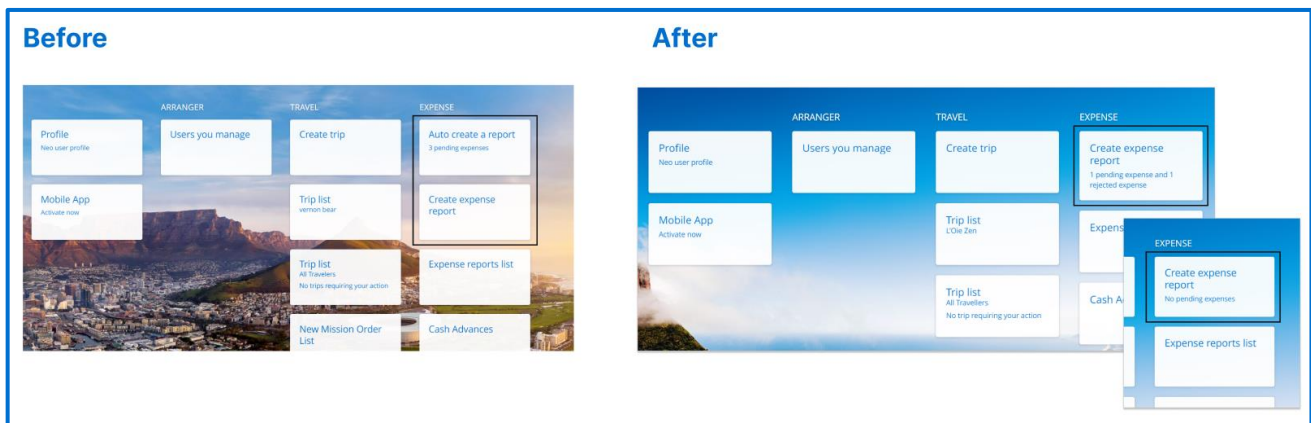
SYNOPSIS

It is important to make the process for creating expense reports as seamless as possible for users. Towards this goal, we have enhanced the entry point and user flow for creating an expense report and adding expenses. Users will now see a single tile for the creation of expense reports on the homepage which will display the amount of pending expenses and that of rejected expenses.

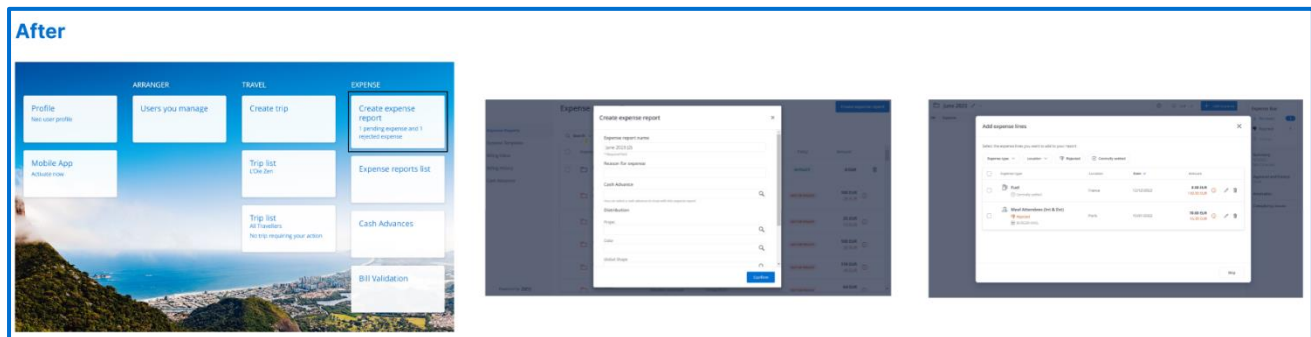
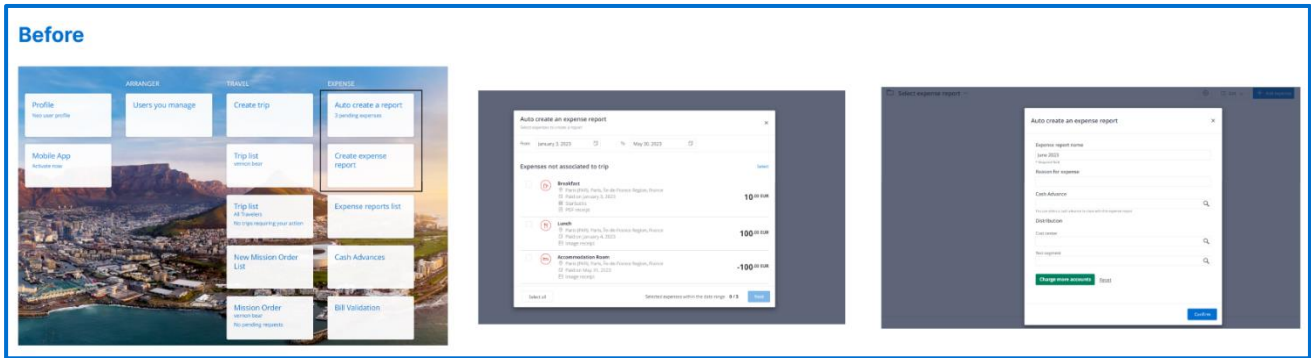
Pending expenses will include all expenses which are waiting to be moved to an expense report and include:

- Credit card import
- Drafts from mobile or desktop
- Bill to expense

The new entry point will replace the two previous ones: **Create report** and **Auto-create a report**. It will send users on a more intuitive journey where the user first creates an expense report and then selects expenses from the pending list that will be displayed when available. If there is no pending expense, the user will directly be led to the newly created expense report page.



This new flow also improves the cancellation at mid-process where previously the user would land on a blank and disabled report page from which they needed to navigate back to in order to restart their journey. Users will now automatically land on the report list page where they can directly move on to the next needed action.



[EXPENSE LIST] IMPROVEMENTS IN THE CREATE REPORT FLOW

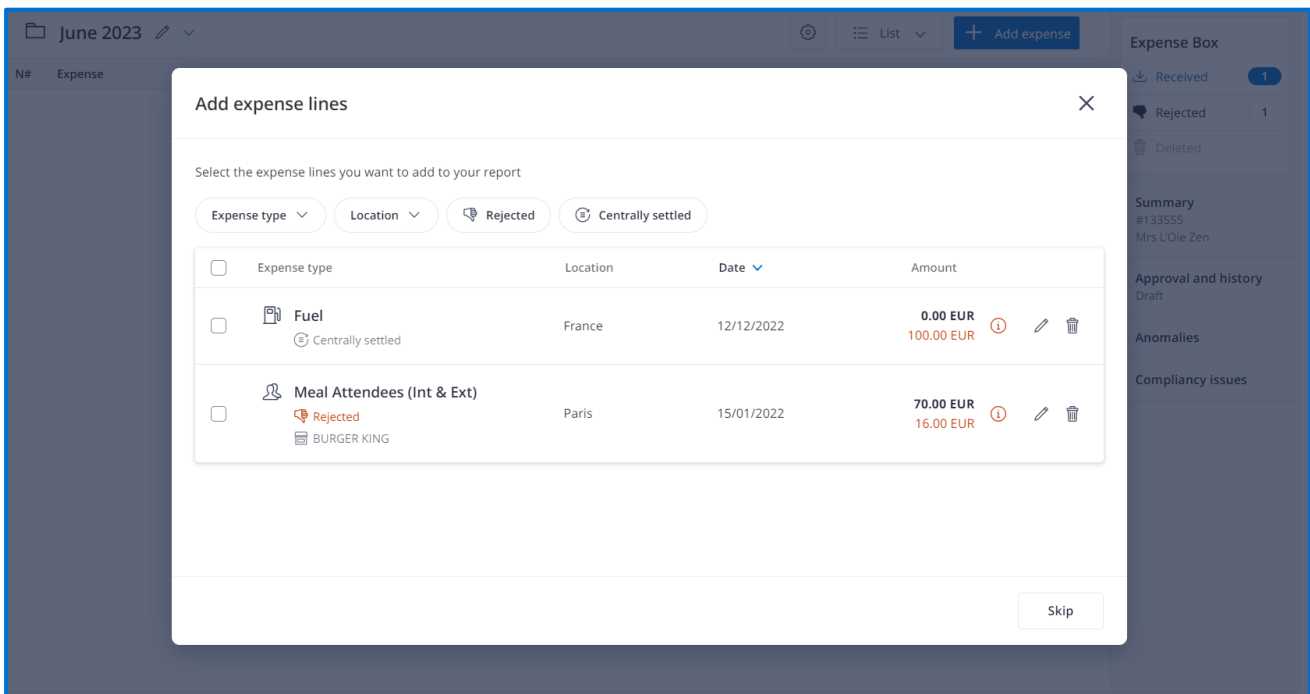
MADE FOR...?	Traveler
COUNTRY	All when Neo expense is supported
ACTIVATION	Automatic if Neo expense enabled
DEVICE	Desktop application

SYNOPSIS

The enhancements made in the process of creating an expense report have also impacted the pending expense list which has been displayed until now when starting from the Auto-create report.

Upgrades to the expense list include technical and design improvements. The main enhancement is that this list now includes:

- The rejected expenses: users can instantly view and add rejected expenses to their new expense report
- Sorting option for each column and filters to simplify the selection of expenses
- Added label for when it is a credit card or a centrally settled expense



PLATFORM



[USER PROFILES] DECOMMISSIONING OF THE 'WEB FARES' FIELD

MADE FOR...?	Traveler
ACTIVATION REQUIRED?	No

SYNOPSIS

To prepare for future changes in screens for the booking flow, the 'Web Fares' field will be removed from the Preferences screen in Neo user profiles.

BEFORE

AFTER

As a result, all users will now have to tick the **Sending Personal Information** box when booking a low-cost carrier, even if they previously selected the **Always allow Neo to send required personal information to purchase flights with web fares** option in their profile.

Sending Personal Information

Web fare

Personal information required for purchasing must be sent over the internet.

Allow Neo to send required personal information.

Displayed price is not guaranteed until reservation.
As web fares can change rapidly, the price will be verified when you book.