

AMEX GBT
Neo

Release Notes Neo 24.1

22nd January 2024

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in

AMEX GBT

Neo

NEO TRAVEL

[AIR] NORDIC REGION: IMPROVEMENTS FOR SHORT DISTANCE FLIGHTS

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

SYNOPSIS

Users who need to take short distance flights (notably between cities located on different islands in the Nordic region), will find these flights more easily in Neo. User feedback has demonstrated that this enhancement adjusts that logic, making it easier to search for and book short-distance flights within the Nordic region.

The search engine in Neo was designed to ignore short-distance flights that were less than 300 kilometers in order to show users more useful flight (e.g., avoiding flights between multiple airports in the same area). This improvement decreases by 30% the number of searches where flights were not found because of the relatively short distance between destinations.

The screenshot shows the flight search interface with the following details:

- Search Filters:** Flight/Train, Hotel, Car, Door to door. Trip type: One way (selected), Round trip, Multi-city. FROM: KRP - Karup, TO: CPH - Copenhagen. When? OUTBOUND, Tue 19 Mar 2024.
- Flight Results:**
 - Result 1:** World Ticket LTD, 15:00 (KRP) Tue, 19 Mar to 15:50 (CPH) Tue, 19 Mar, 50m Non-stop. Public Fare Economy (Y). Total Price: SEK3,233. Carbon footprint: W1 795 - 58kg CO₂. Status: OUT OF POLICY. Includes a 'MOST CARBON-EFFICIENT' badge.
 - Result 2:** World Ticket LTD, 18:00 (KRP) Tue, 19 Mar to 18:50 (CPH) Tue, 19 Mar, 50m Non-stop. Public Fare Economy (Y). Total Price: SEK3,233. Carbon footprint: W1 477 - 58kg CO₂. Status: OUT OF POLICY.

SCOPE

This feature applies to the following Nordic countries:

- Norway
- Sweden
- Finland
- Denmark

[TRANSPORT] SEARCH FORM IMPROVEMENTS

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

SYNOPSIS

Neo is focused on continually enhancing the accessibility of the booking process. In this release, Neo has upgraded the layout and accessibility of the transport search form.

This improvement includes a more modern design based on scalable technology, facilitating future enhancements. It will also promote accessibility by improving support for keyboard-only and screen reader usage.

BEFORE

AFTER

Flight/Train Hotel Car Trip builder

Round trip One way Multi-city

From* Paris - All Airports and Railwa

To* Madrid - All Airports and Railv

Departure date* 01/16/2024 - 10:00 AM

Return date* 01/19/2024 - 3:00 PM

Class* Company recommended class

[+ See other search options](#) Direct trips only [Search flights/trains](#)

[TRANSPORT] CARBON FEE

| | |
|-------------------|--|
| GDS SUPPORTED | All |
| COUNTRY | All |
| ACTIVATION | On request – needs further testing before activation |
| AVAILABLE ON ...? | Desktop Mobile (GBT Mobile and Neo Mobile App) |

SYNOPSIS

A new area displaying **Carbon Emissions** is available on the Transport page and is situated under the transport details and the itinerary page. This new space includes **the amount of CO₂** measured in kilograms.

Coming soon, if a company has identified associated costs for each ton of CO₂ generated (e.g., taxes, budgets, carbon compensation), these costs will be reflected in Neo as **the carbon fee** which will be paid (in the same currency of the user).

Global Business Travel team is working to integrate the carbon fee information into the GBT ecosystem before enabling this functionality. More information to come in the near future.

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 about recommended sorting](#)

Sort by
Recommended

All you need to know for your safe trip to United Kingdom [Learn more about your destination](#)

Nice to London **€265.18**
Total Price [Select](#)

IN POLICY [Hide details](#)

12:20
Wed, 24 Jan

Nice (NCE)
Nice, FR

2h 10m

BRITISH AIRWAYS

British Airways · BA 343 · Airbus A321neo

13:30
Wed, 24 Jan

London Heathrow (LHR)
London, GB

Basic
Economy (N)

- 0 bag
- Streaming Capable Wi-Fi (fee)
- USB outlet
- Light meal (fee)
- Alcohol & beverages (fee)
- 74 cm seat pitch

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

✓ **SELECTED FARE** [Change fare/class](#) · [View seats](#)

Basic
Not Refundable. Modifiable with Charge. This ticket must be issued before 10 Jan 2024

CARBON EMISSIONS
176 kg/pers. CO₂

[Select](#)

[TRANSPORT] CANCELTION PROCESS IMPROVEMENTS

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

SYNOPSIS

The process for canceling trips in Neo has been made easier, whether the user wishes to cancel a part of a trip, or an entire trip.

Prior to this release, clicking on **Cancel** on the trip itinerary page would give users the option to cancel an entire trip instead of only the service they wanted to cancel. For partial cancellations, users would have to select the service they wanted to cancel, then click **Cancel** on that service card.

Now, when user clicks **Cancel** at the trip level, a list of associated services is displayed to users. Users can choose whether to cancel a specific service, or the entire trip including all booked services:

Select Service
✕

Please find below an extract of the cancellation policy for all segments of your trip.

Flight (Round Trip)

Air France to Marseille, France
Air France to Paris Orly, France

Free of charge before tickets are issued

Cancel flight

Car rental

Pick up rental car at Hertz, Provence Airport, 13700
Marseille, France

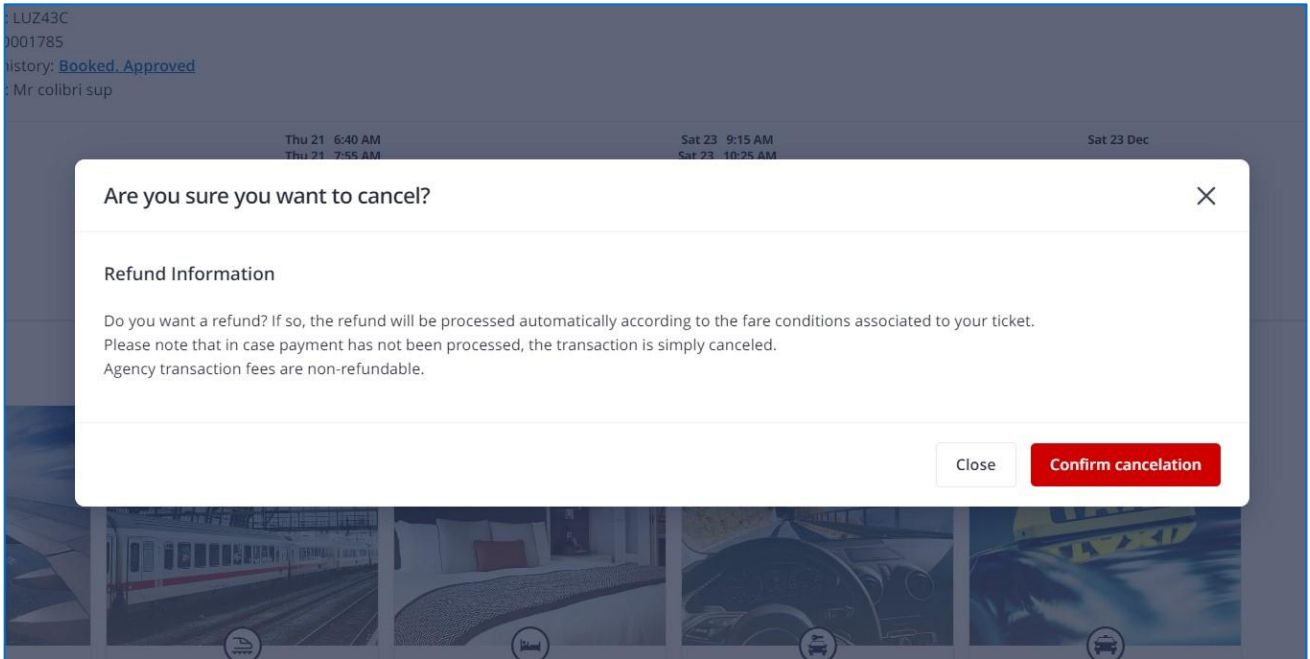
May be subject to cancellation fees

Cancel Car Rental

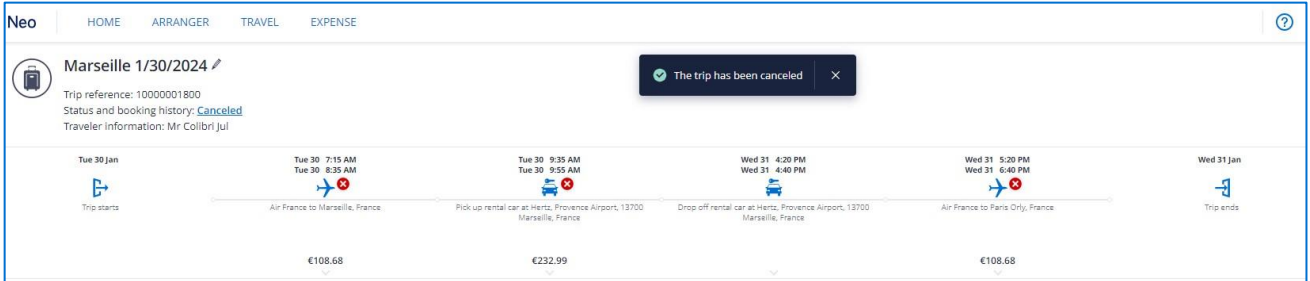
Close

Cancel all services

Users are then asked if they are sure they want to cancel.



Once the cancellation is completed the **The trip has been canceled** message is displayed on the itinerary page:



SCOPE

This feature is applicable to all customers.

[TRANSPORT] NEW TRIP LIST

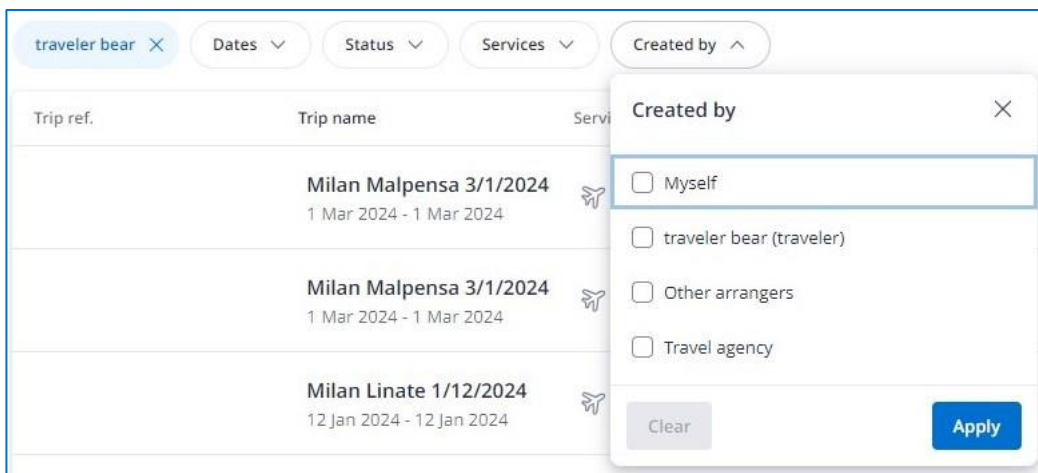
| | |
|--------------------------|-----------|
| GDS SUPPORTED | All |
| COUNTRY | All |
| ACTIVATION | Automatic |
| AVAILABLE ON ...? | Desktop |

SYNOPSIS

Further improvements have been made to the new Trip List.

A new filter, **Created by** allows users to filter the trips according to who booked it (e.g., the traveler themselves, an arranger, or the travel agency).

Additionally, to comply with accessibility standards, the text and layout of the filters and search by PNR header on the trip list page can be scaled if users zoom their screen at 200%.



SCOPE

This is applicable only for the new Trip List display. Travel arrangers who are still using the old trip list display will not see this.

[TAXI] FLYGTAXI: ENHANCEMENT TO BOOKING PROCESS

| | |
|--------------------------|--|
| GDS SUPPORTED | Amadeus |
| COUNTRY | Sweden |
| ACTIVATION | Automatic if Flygtaxi enabled |
| AVAILABLE ON ...? | Desktop Mobile (GBT Mobile and Neo Mobile App) |

SYNOPSIS

Previously, clients with access to Flygtaxi bookings in Neo were not able to book Flygtaxi when there was no transportation services listed in the trip.

The following improvements have been made to make taxis bookable:

- When there are no transportation services and a taxi to or from an airport, the following has been implemented:
 - A text box will be made available in the Content Hub check-out page, allowing arrangers to enter a flight number.
 - A validation will occur, with the following:
 - **For Flights:**
 - The flight number must be at least 3 characters.
 - The flight number cannot exceed 6 characters.
 - The last 4 characters must be numeric.
 - **For Train:**
 - The length of data entered cannot exceed 20 characters.

Checkout: Taxi ✕

Traveler: Trav Bear

Mobile phone number*
+33123456789

Business e-mail*
test@kds.com

Enter a mobile phone number where your driver can reach you

Payment method*

Lodge card

Lodge card number*
Lodge Visa no CVV

Selected taxi

ACME SIMULATOR **€99.67**
Standard

PICK-UP **DROP-OFF**

Paris Charles de Gaulle 116 Bd Diderot, 75012 Paris, France
Oct 16, 2023, 10:30:00 PM Oct 16, 2023, 11:58:10 PM

Flight No.* Terminal* ▼

Please enter a valid flight number (e.g. SK8786, AF123...)

- Additional passenger: €5.00
- Additional baggage: €5.50
- Brands: Ford, Volkswagen, Fiat
- Luggage: One big baggage

[Terms and Conditions](#)

* indicates required field

By clicking "Next", I accept the terms and conditions of the service provider. **Next**

SCOPE

Applicable for all clients served by FlygTaxi.

[SMP HOTEL | SABRE] DISPLAY OF GOVERNMENT AND MILITARY RATES

| | |
|------------------------|--|
| HOTEL SOURCE SUPPORTED | SMP Hotel (connected to Sabre GDS) or Sabre |
| COUNTRY | US |
| ACTIVATION | On request |
| AVAILABLE ON ...? | Desktop Mobile (GBT Mobile and Neo Mobile App) |

SYNOPSIS


In order to address the needs of certain client segments and expand the range of available content, Neo will now be able to support booking government and military hotel rates.

The GOV (Government) and MIL (Military) rates categories in the query will be sent, in order to retrieve them when available from the content source SMP or Sabre.

Select hotel Norfolk, VA, USA · Mar 12, 2024 - Mar 13, 2024 (1 night)

Hotel name Hotel chain Stars Type Amenities Eco-friendly

GOVERNMENT RATE




Doubletree By Hilton Hotel Norfolk Airpo ***** IN POLICY

3,6/5 979 reviews 4.6 mi from search location

Breakfast option available
Free cancellation available

per night, incl. tax **\$126**
excl tax **\$107** View hotel

GOVERNMENT RATE



Candlewood Suites Norfolk Airport *** IN POLICY

4,0/5 622 reviews 4 mi from search location

Free cancellation available

per night, incl. tax **\$127**
excl tax **\$107** View hotel

GOVERNMENT RATE

Doubletree By Hilton Hotel Norfolk Airpo Mar 12, 2024 - Mar 13, 2024 (1 night)

Overview Amenities Rooms Location Reviews Alternative hotels

Amenities

- Wi-Fi
- Restaurant
- Parking
- Electric car charging station
- Accessibility
- Fitness equipment
- Swimming pool
- Room service
- Meeting rooms

Select your room

In policy only Breakfast included Free cancellation Government rate +1 Payment policy Bed type Clear filters

GOVERNMENT RATE

US GOVERNMENT ON DUTY TRAVEL BED IN POLICY

Double bed

Free cancellation until Mar 10
Guarantee - no prepayment
[See rate details](#)

per night, incl. tax **\$126.05**
excl tax **\$107.00** Select

Rate type

American Express GBT

Government rate

Military rate

Standard rate

GOVERNMENT RATE

STATE GOVERNMENT OFFICIAL TRVL 2 DOUBLE BEDS ROOM NON SMOKING COMP WIFI-SWEET DREAMS EXPERIENCE IN POLICY

Double bed

[ROUTEHAPPY] BEHAVIOR IMPROVEMENTS

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

FARE CONDITIONS IMPROVEMENT FOR FLIGHTS WITH A TECHNICAL STOP

When flights contained a technical stop, it was previously not possible to read the fare conditions for this flight. This was due to RouteHappy interpreting flights with technical stops as having two separate travel segments.

Neo will now take into consideration an entire trip which is received in a RouteHappy reply allowing the display of the fare conditions in Neo where the trip has a technical stop.

BEFORE

AFTER

UNIVERSAL TICKET ATTRIBUTES: UPDATED BEHAVIOR

Users expect to see if their selected fare allows upgrades such as priority boarding or check-in, same day exchanges or lounge access on the Neo Fare Display (NFD). From this version the ticket attributes display (upgrade, boarding priorities, check-in) will be improved and more accurate.

BEFORE

UNITED SFO - IAH > Fares

| | |
|--|--|
| <p>€768.06 Economy</p> <p>Economy Plus</p> <p style="font-size: 8px; color: green;">IN POLICY</p> <p>Trip change: Free Trip cancellation: Non refundable</p> <p>Seat: 76 cm seat pitch Baggage allowance: No bags</p> <p>Seat selection: <input type="checkbox"/> Boarding priority (with fee) <input type="checkbox"/> Not eligible for upgrade</p> <p style="text-align: center; background-color: #0070C0; color: white; padding: 5px;">Select</p> <p style="font-size: 8px; text-align: center; color: #0070C0;">View fare details</p> | <p>€570.26 Economy</p> <p>Economy</p> <p style="font-size: 8px; color: green;">IN POLICY</p> <p>Trip change: Free Trip cancellation: Non refundable</p> <p>Seat: 76 cm seat pitch Baggage allowance: No bags</p> <p>Seat selection: <input type="checkbox"/> Boarding priority (with fee) <input type="checkbox"/> Not eligible for upgrade</p> <p style="text-align: center; background-color: #ccc; padding: 5px;">Select</p> <p style="font-size: 8px; text-align: center; color: #0070C0;">View fare details</p> |
|--|--|

AFTER

UNITED IAH - SFO > UNITED SFO - IAH > Fares

| | |
|---|---|
| <p>€768.06 Economy</p> <p>Economy Plus</p> <p style="font-size: 8px; color: green;">IN POLICY</p> <p>Trip change: Free Trip cancellation: Non refundable</p> <p>Seat: 79 cm seat pitch Baggage allowance: No bags</p> <p>Seat selection: <input type="checkbox"/> Boarding priority (with fee) <input type="checkbox"/> Eligible for upgrade (with fee)</p> <p style="text-align: center; background-color: #0070C0; color: white; padding: 5px;">Select</p> <p style="font-size: 8px; text-align: center; color: #0070C0;">View fare details</p> | <p>€570.26 Economy</p> <p>Economy</p> <p style="font-size: 8px; color: green;">IN POLICY</p> <p>Trip change: Free Trip cancellation: Non refundable</p> <p>Seat: 79 cm seat pitch Baggage allowance: No bags</p> <p>Seat selection: <input type="checkbox"/> Boarding priority (with fee) <input type="checkbox"/> Eligible for upgrade (with fee)</p> <p style="text-align: center; background-color: #ccc; padding: 5px;">Select</p> <p style="font-size: 8px; text-align: center; color: #0070C0;">View fare details</p> |
|---|---|

When a trip contains several legs, Neo will display the most restrictive of the journey's legs.

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NEO EXPENSE

[EXPENSE REPORTS] EXPORT ENHANCEMENTS

| | |
|----------------------|-----------|
| MADE FOR...? | Neo Admin |
| ACTIVATION REQUIRED? | No |

SYNOPSIS

From the Neo 24.1 January release, expense report export files will be improved in order to support new sets of data for the following:

- VAT and Deductible VAT gross amounts per VAT rate applied on an expense line.
- American Express Corporate Cards Billing Information: Basic Control Account Number & Bill Cycle Date

Please contact your Neo technical contact for more information

SCOPE

Expense report exports in the following formats:

- CSV
- XML

[EXPENSE] RECEIPT MANDATORY ABOVE THRESHOLD AMOUNT

| | |
|----------------------|----------|
| MADE FOR...? | Traveler |
| ACTIVATION REQUIRED? | Yes |

SYNOPSIS

Within the United States if a reported amount is less than a threshold amount (defined by the client), there is no requirement to attach a copy of a receipt.

This enhancement will now allow the threshold amount to be defined according to the expense type.

[MULTI-VAT] MANAGEMENT OF VAT GROSS AMOUNTS

| | |
|-----------------------------|-----------------------|
| MADE FOR...? | Traveler Accountant |
| ACTIVATION REQUIRED? | Yes |

USE CASE

On a dinner receipt in France, food and non-alcoholic drinks are taxed at 10%, and alcoholic drinks are taxed at 20%

SYNOPSIS

Due to some ERPs not being able to integrate multi-VAT data from Neo because of the gross amount per VAT lines not being exported, an improvement has been made towards the management of VAT gross amounts.

For multi-VAT modes for European use cases where several VAT rates apply to different items, there will be two methods to input VAT information to get the gross amount per VAT line.

Multi-VAT - The user allocates the VAT amount to one or several VAT rules mode.

By default, users will now enter gross amounts per VAT rule and the VAT amount will be automatically calculated.

Expense line #1

⬆
Dinner
Change type

✕

Required

Location

Date
 :


Amount

VAT (EUR)
 There is a gross amount per VAT rule on my receipt

| | | | |
|--|------------------------|---------------------|---|
| <input checked="" type="checkbox"/> 10% (FR) | Gross amount* 24.00 | VAT amount* 2.18 | ✎ |
| <input checked="" type="checkbox"/> 20% (FR) | Gross amount* 12.00 | VAT amount* 2.00 | ✎ |
| <input type="checkbox"/> 5.50% (FR) | | | |

⏪
⏩
1 of 1

⋮



For receipts without gross amounts per VAT line, users will enter VAT amounts per VAT rule. Gross amounts per VAT rule will be calculated by Neo and displayed to accountants only.

Expense line
✕

Lunch
Change type

Required

Location

Ribeauvillé, Haut-Rhin, Grand Est, France
✕

Date

December 3, 2023

14

: 00

Amount

137.70

EUR

VAT (EUR)

There is a gross amount per VAT rule on my receipt

10% (FR)

VAT amount*
11.27

20% (FR)

VAT amount*
2.28

5.50% (FR)

VAT amount*

Distribution

Cost Center

Confirm and New

Confirm

ALBERGE AU ZIMMWERKER
 SMIL LESTER
 R. avenue du Général de Gaulle
 68100 RIBEAUVILLE
 Tel : 03 89 73 60 77
 Fax : 03 89 73 60 51
 Street : 341 060 533 0014
 Date : 03/12/2023 - 19:53
 Facture n° : 18
 Table n° : 1A Couverts : 5

| Qté | Désignation | Pk | Unit. | Total TTC |
|-----|--------------------|-------|-------|-----------|
| 1 | FOTE GRAS MAISON | 24.00 | | 24.00 |
| 1 | CSIVET BICHE | 25.00 | | 25.00 |
| 1 | CHOUROUTE | 20.00 | | 20.00 |
| 1 | JAMBONNEAU BRATISE | 15.00 | | 15.00 |
| 2 | DEUF PARFAIT | 17.00 | | 34.00 |
| 1 | VERRE MUSEQT | 3.50 | | 3.50 |
| 2 | VERRE RIESLING | 3.25 | | 6.40 |
| 1 | BIERE SANS ALCOOL | 4.00 | | 4.00 |
| 1 | HERSICH GOLD | 3.50 | | 3.50 |

NET TTC EUR 137,70
 H.T. 11,42 x TVA à 20% = 2,28
 H.T. 112,73 x TVA à 10% = 11,27

To automate the process, the scan of the receipt by the OCR is recommended to automatically select VAT rules and fill gross amounts and VAT amounts in.

Expense line ✕

Required

Location

Issy-les-Moulineaux, Hauts-de-Seine, Île-de-France Region, France
✕

Location scanned

Date

December 12, 2023
📅
19
:
15
▼

Date, Time scanned

Amount

20.00
EUR

Amount, Currency scanned

VAT (EUR)

There is a gross amount per VAT rule on my receipt

2 VAT rates, 2 gross amounts, 2 VAT amounts scanned

10% (FR)

| | |
|---------------|-------------|
| Gross amount* | VAT amount* |
| 16.50 | 1.50 |

✎

20% (FR)

| | |
|---------------|-------------|
| Gross amount* | VAT amount* |
| 3.50 | 0.58 |

✎

5.50% (FR)

Confirm and New
Confirm

Multi-VAT - The accountant allocates the VAT amount to one or several VAT rules mode.

The VAT section will not be displayed to users. By default, the default VAT rule will be selected, the reported amount will be set as the gross amount and the VAT amount will be automatically calculated.

If the receipt is scanned by the user, VAT rules, gross amounts and VAT amounts will be filled in by the OCR.

Gross amounts per VAT rate will be added to the export files (CSV and XML).

Please refer to the 23.4 SP1 communication for more information.

To configure multi-VAT, please contact your Neo Service Manager.

ADDITIONAL DETAILS

- In the case where a user enters VAT amounts, gross amounts will be calculated by Neo. If the sum of calculated gross amounts is not equal to the reported amount, the rounding mechanism will adjust the gross amount of the lowest VAT rate up or down to reflect the rounding adjustment.
- If users enter VAT amounts, a warning will be raised to users and accountants in the list view and in the expense line form if VAT amounts are incorrect or need to be checked.

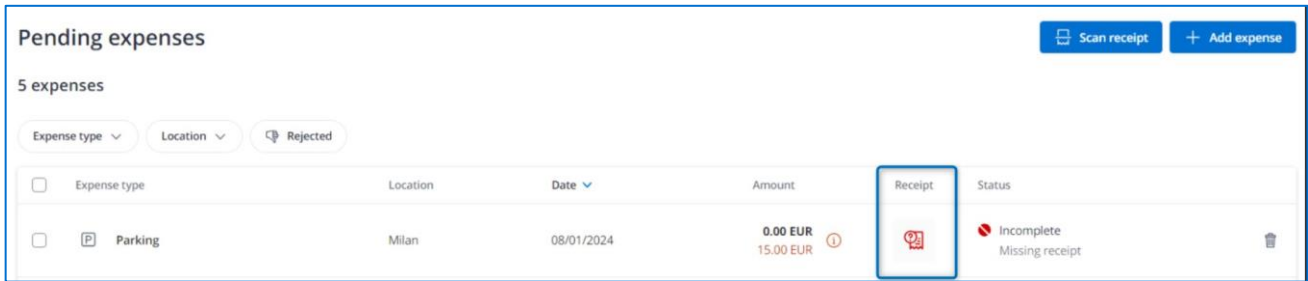
[RECEIPTS] THUMBNAIL IMAGES OF RECEIPTS DISPLAYED IN EXPENSES LIST

| | |
|----------------------|--|
| MADE FOR...? | Traveler |
| ACTIVATION REQUIRED? | No |
| DEVICE AVAILABILITY | Desktop Tablet Mobile (see below for more details) |

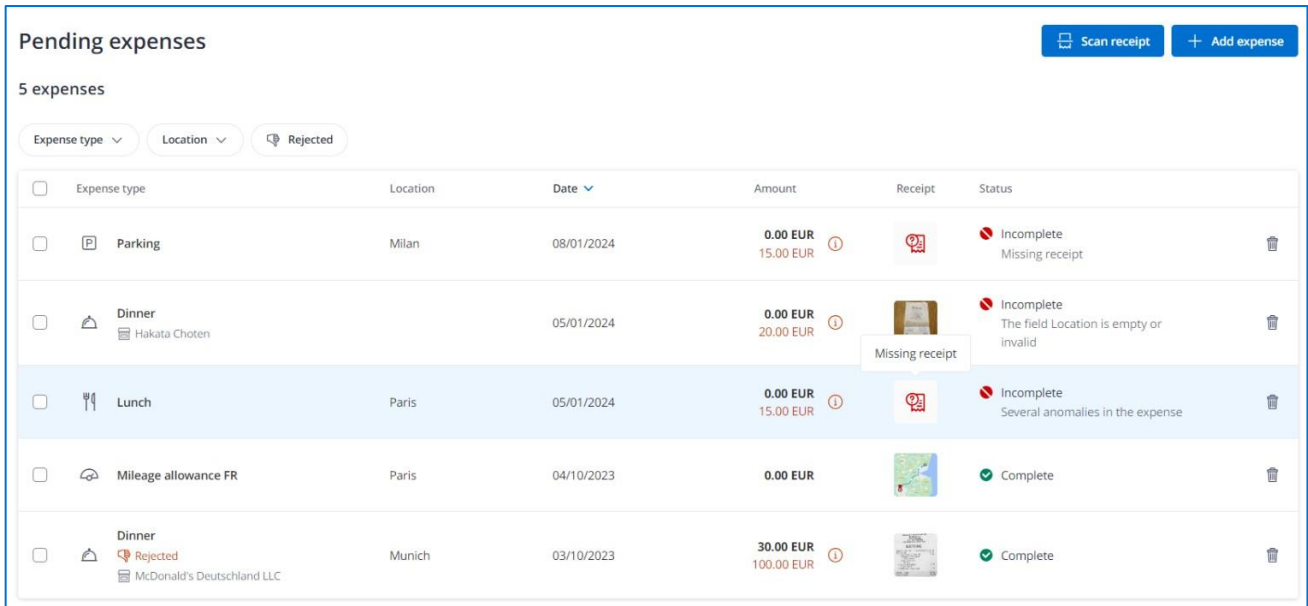
SYNOPSIS

Receipts are an important element of expense claims, and improvements have been made to better highlight them on the screen, permitting users to see the receipt type and status for multiple items in one view.

In the pending expenses list, users will now find a new column which displays information on the receipt:



On the desktop view, a receipt area has been designed inside the list, indicating the receipt type that has been added to the expense. Users will also be informed if the receipt is missing.



When the receipt has been uploaded, users will see a thumbnail image of their receipt. In other cases, an icon will be displayed for each possible case in accordance with the customer's configuration, including:

- Mileage
- Missing receipt
- Receipt in paper format, to be given to the accounting department.
- No receipt available
- Unable to generate receipt thumbnail.

A tooltip providing further clarification will be displayed when the user hovers over the receipt area:

DEVICE AVAILABILITY

These displays will be available on the mobile app, ***with the exclusion of the tooltip.***

SCOPE

Pending expenses list.

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NEO MOBILE

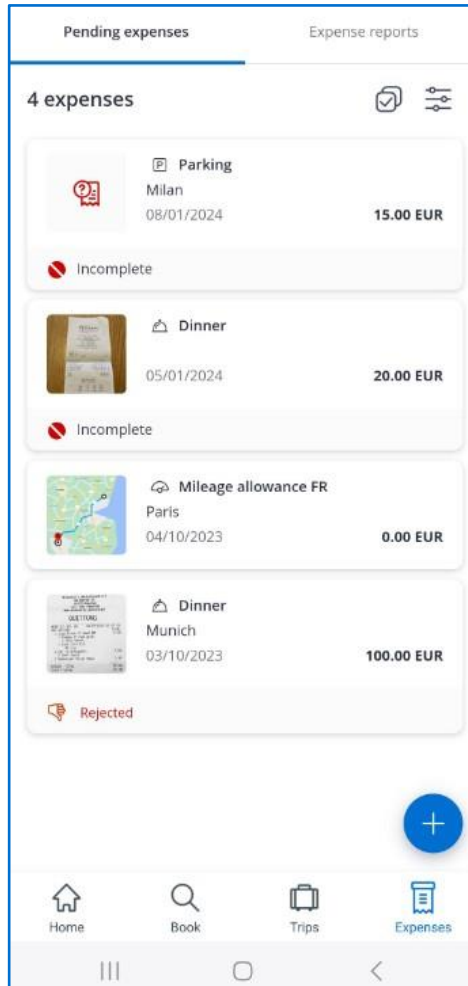
[EXPENSE] IMPROVEMENTS FOR PENDING EXPENSES FOR MOBILE

| | |
|----------------------|--|
| MADE FOR...? | Traveler |
| ACTIVATION REQUIRED? | No |
| DEVICE AVAILABILITY | Desktop Tablet Mobile (see below for more details) |

SYNOPSIS

To offer a seamless experience from desktop to mobile, we have enhanced the Neo mobile app expense box list. This allows Neo to provide an improved user experience by providing more content, and better consistency between desktop and mobile views.

The **Expense Box** section within the Expense navigation tab has been redesigned, and there have been added feature improvement.



These changes include the following:

The title of the list:

- The list is now labeled Pending expenses.

The list:

- The expenses are now displayed in individual cards allowing for a better visibility of each item and its content.
- For each expense, a receipt thumbnail will be shown when a receipt has been added.
- The rejected expenses are now indicated on this list with a rejected indicator.
- An incomplete indicator is displayed when the mandatory fields have not all been filled out.

Additional features

- The list can be filtered by various criteria (e.g., location, expense type, credit card, rejected...)
- Expenses can be selected to be moved to an expense report or deleted. To select expenses, 3 possibilities are available:
 - Tap on the select button located at the top right side of the page.
 - Tap on the thumbnail section to enable selection.
 - Tap and hold on the line.

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PLATFORM

[GUEST MANAGEMENT] MANDATORY GUEST PROFILE EXPIRATION

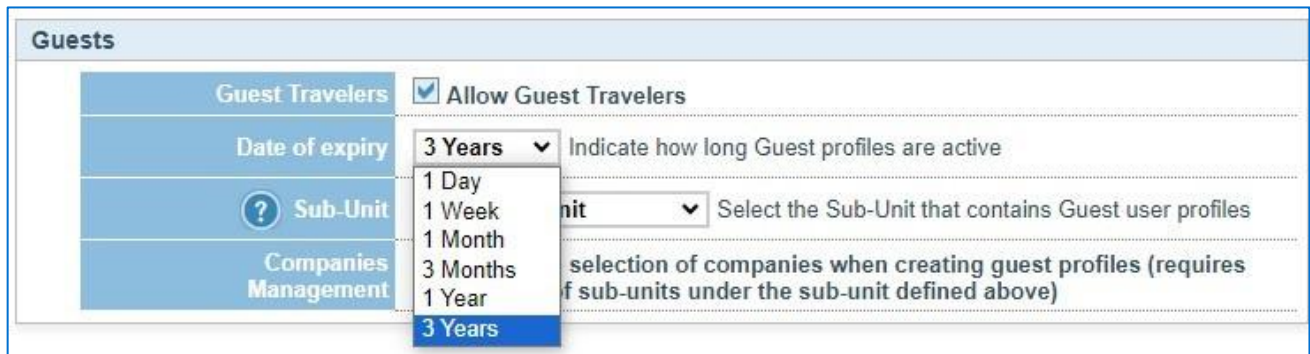
| | |
|-----------------------------|---------------------------|
| MADE FOR...? | Travel Manager Arranger |
| ACTIVATION REQUIRED? | No |

SYNOPSIS

Guest profiles are not managed by administrators but directly by arrangers in Neo. They are therefore not covered by customers' automated or manual human resources processes. Consequentially, it is necessary to monitor that guest profiles are deleted, and their data anonymized when they are no longer required.

From this version, it will no longer be possible to set guest profiles as “never expiring” in the company’s configuration.

To accommodate arrangers who need guest profiles to be active for a long period of time, a new option has been added allowing the expiration of the profile to occur three years after its creation. This new option will be applied to all companies where guest profiles were set to “never expiring” (i.e., where there is no expiration date for these profiles).



Already existing guest user profiles that do not have an expiration date will be automatically set to expire three years after the release date of the version Neo 24.1.

SCOPE

All customers using Neo guest management capabilities.

[GUEST MANAGEMENT] GUEST PROFILE CREATION: EDITABLE EXPIRATION DATE

| | |
|-----------------------------|---------------------------|
| MADE FOR...? | Travel Manager Arranger |
| ACTIVATION REQUIRED? | No |

SYNOPSIS

Guest managers will be given some flexibility when they define the proper period in which a guest profile should remain active.

To allow this flexibility, the field **Expiration Date** is now editable when creating a new guest profile:

The screenshot shows a web form titled "Create guest profile" with a back link to the home page. A note states "* indicates a required field". The form contains the following fields:

- Title: Mr (dropdown)
- Gender: Male (dropdown)
- Last name*: Corner
- First name*: Andrew
- Email address*: andrew.corner@gmail.com
- Language*: English (United States) (dropdown)
- User's group*: Headquarters (dropdown)
- Profile expiration date*: 09/07/2023 (calendar icon)
- Traveler category: Candidate (dropdown)

At the bottom right, there are "Cancel" and "Update profile" buttons. The "Profile expiration date" field is highlighted with a yellow border.

The expiration date can be set to be as soon as the next day after the date of creation. It can also be as late as either of the following:

- The default expiration date plus 3 months. This is used if the guest default expiration date in the company settings is set to 1 day, 1 week, or 1 month.
- The default expiration date plus 1 year if the guest expiration date in the company settings is set to 3 months or 1 year.
- If the default expiration date in company settings is already set to three years, it cannot be extended. It can, however, be reduced.