



**Your Business Travel** 

## Neo<sup>™</sup> Online Booking Tool Training Open Sessions

We're excited to offer your travelers Amex GBT Neo (Neo<sup>™</sup>) online booking tool trainings.



## The sessions will provide:

- A detailed overview of the Neo booking tool along with traveler tips and best practices.
- A review of booking tool settings like locating travel policies, preferred vendors, and trip approvals.
- A closer look at Amex GBT Mobile app.
- A better understanding of unused ticket credits.
- An explanation of confirmation emails.
- A live question and answer segment.



The Neo<sup>™</sup> booking tool trainings are held every Thursday at 11 am EST. For their convenience, your travelers are invited to attend the open session of their choice.



Neo<sup>™</sup> open session trainings Every Thursday at 11 am EST

Join Zoom Meeting

https://amexgbt.zoom.us/j/91456484187?pwd=b DMOTIJaanExdDVMTIEybE81bTFJQT09

Meeting ID: 914 5648 4187 | Passcode: 260260

## One tap mobile

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The training time is 1 hour with an additional 30 minutes to be used for Q&A.

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