



GLOBAL  
BUSINESS  
TRAVEL



# HVORDAN BESTILLER DU EN REISE DØR-TIL-DØR

## Neo Brukerguide – 20.1

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ARRANGER

TRAVEL

EXPENSE

YOUR  
**LOGO**

List of Employees

New Trip

Auto Create a Report  
no pending expenses

Click here to update your profile

List of Trips  
Sherlock Watson  
no trip requiring your action

New Expense Report

Mobile App  
Get Neo on your mobile!

List of Trips  
All Travellers  
no trip requiring your action

List of Expense Reports

Velg  
"Ny reise".



Flight/Train

Hotel

Car

Door to Door

## Where are you travelling to?

 Round Trip  One-way

FROM ADDRESS

Office

TO ADDRESS

Church Street, Staines, UK

## When do you want to travel?

## OUTBOUND

Main transport departs at



Mon 09 Ma...



11:00



## RETURN

Main transport departs at



Wed 11 Ma...



11:30



Plan Trip

## Recent Trips

Pick your travel dates and we'll rebook the exact same trip.

78 Avenue Pierre Grenier, 92100  
Boulogne Sur Seine, France 09/0  
3/2020

Duplicate

09 March - 11 March

[See all trips](#)

Velg fanen  
"Dør til dør"  
høyst oppe på  
søkesiden.

[Learn More About Search](#)

Flight/Train Hotel Car **Door to Door**

## Where are you travelling to?

 Round Trip  One-way

FROM ADDRESS

Office

TO ADDRESS

Church Street, Staines, UK

## When do you want to travel?

## OUTBOUND

Main transport departs at  11:00 

## RETURN

Main transport departs at  11:30 [Plan Trip](#)

## Recent Trips

Pick your travel dates and we'll rebook the exact same trip.

78 Avenue Pierre Grenier, 92100  
Boulogne Sur Seine, France 09/0  
3/2020

09 March - 11 March

[Duplicate](#)[See all trips](#)

Velg "En vei"  
om du ikke vil  
bestille  
returreisen.

[? Learn More About Search](#)



Flight/Train Hotel Car **Door to Door**

## Where are you travelling to?

 Round Trip  One-way

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## When do you want to travel?

## OUTBOUND

Main transport departs at  11:00 

## RETURN

Main transport departs at  11:30 

Plan Trip

## Recent Trips

Pick your travel dates and we'll rebook the exact same trip.

78 Avenue Pierre Grenier, 92100  
Boulogne Sur Seine, France 09/0  
3/2020

Duplicate

09 March - 11 March

[See all](#)

Angi en  
**spesifikk**  
**adresse/plass**  
som du vil reise  
fra og din  
destinasjon i  
fra- og til  
adresse feltet.

[Learn More About Search](#)

Flight/Train Hotel Car **Door to Door**

## Where are you travelling to?

 Round Trip  One-way

FROM ADDRESS

Office

TO ADDRESS

Church Street, Staines, UK

## When do you want to travel?

## OUTBOUND

Main transport departs at  11:00 

## RETURN

Main transport departs at  11:30 

Plan Trip

## Recent Trips

Pick your travel dates and we'll rebook the exact same trip.

78 Avenue Pierre Grenier, 92100  
Boulogne Sur Seine, France 09/0  
3/2020

09 March - 11 March

Duplicate

[See all trips](#) [Learn More About Search](#)

Om informasjonen finnes lagret i din brukerprofil og i deres bedriftsprofil kan man angi "Hjem" eller "Kontor" eller deres bedriftsnavn i søkefeltet.



Flight/Train

Hotel

Car

Door to Door

## Where are you travelling to?

 Round Trip  One-way

FROM ADDRESS

Office

TO ADDRESS

Church Street, Staines, UK

## When do you want to travel?

## OUTBOUND

Main transport departs at

Mon 09 Ma...

11:00



## RETURN

Main transport departs at

Wed 11 Ma...

11:30



Plan Trip

## Recent Trips

Pick your travel dates and we'll rebook the exact same trip.

78 Avenue Pierre Grenier, 92100  
Boulogne Sur Seine, France 09/0  
3/2020

09 March - 11 March

Velg søkealternativ  
for utreisen og  
retur.

Duplicate

[See all trips](#)

Velg, om du vil  
søke etter  
avreisetid,  
ankomsttid eller  
når hoved-  
transporten skal  
ha avreise  
(fly/tog).

[Learn More About Search](#)



Flight/Train Hotel Car **Door to Door**

### Where are you travelling to?

Round Trip  One-way

FROM ADDRESS  
Office

TO ADDRESS  
Church Street, Staines, UK

### When do you want to travel?

#### OUTBOUND

Main transport departs at

Mon 09 Ma... 11:00

#### RETURN

Main transport departs at

Wed 11 Ma... 11:30

Plan Trip

### Recent Trips

Pick your travel dates and we'll rebook the exact same trip.

78 Avenue Pierre Grenier, 92100  
Boulogne Sur Seine, France 09/03/2020

09 March - 11 March

Duplicate

[See all trips](#)

Velg dato og tid.

[Learn More About Search](#)





# Bestiller du ofte samme reise?

## Her finner du listen over din siste reiser.

## Velg "Duplisere" for bestille samme reise igjen. (med ny dato)

Flight/Train Hotel Car **Door to Door**

Where are you traveling to?

Round Trip  One-way

FROM ADDRESS  
Office

TO ADDRESS  
Church

When do you want to travel?

ROUND TRIP

Main transport departs at Mon 09 Mar ... 11:00

Main transport departs at Wed 11 Mar ... 11:30

Plan Trip

### Recent Trips

Pick your travel dates and we'll rebook the exact same trip.

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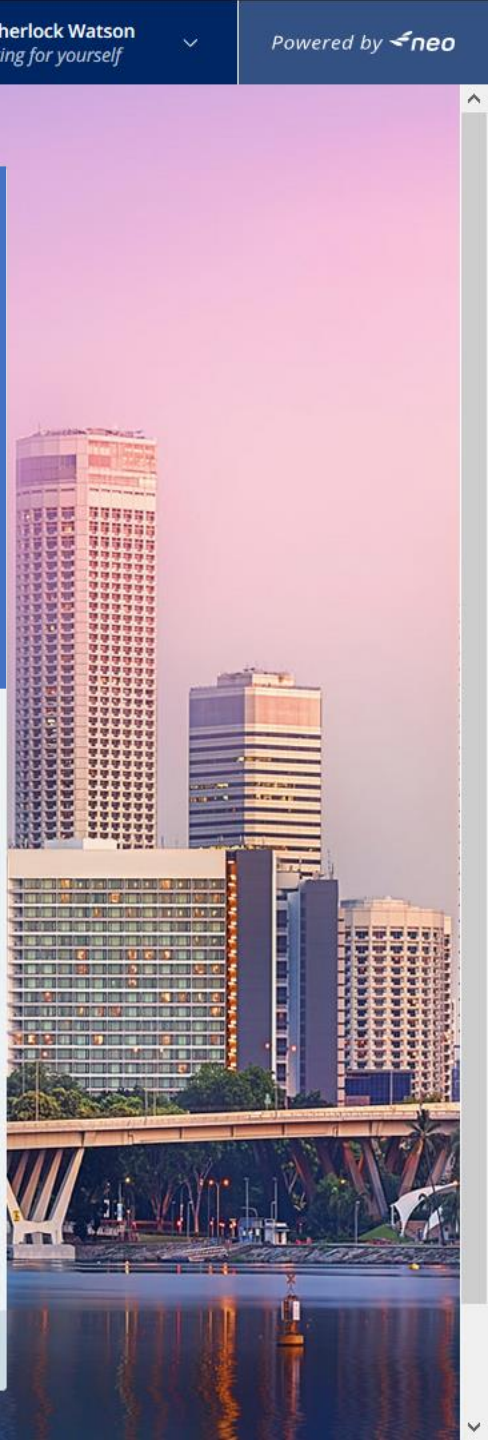
78 Avenue Pierre Grenier, 92100  
Boulogne Sur Seine, France 09/03/2020 Duplicate

09 March - 11 March

---

[See all trips](#)

[Learn More About Search](#)





Flight/Train   Hotel   Car   **Door to Door**

**Where are you travelling to?**

Round Trip    One-way

FROM ADDRESS  
Office

TO ADDRESS  
Church Street, Staines, UK

**When do you want to travel?**

**OUTBOUND**

Main transport departs at   Mon 09 Ma...   11:00

**RETURN**

Main transport departs at   Wed 11 Ma...   11:30

**Plan Trip**

**Recent Trips**

Pick your travel dates and we'll rebook the exact same trip.

78 Avenue Pierre Grenier, 92100  
Boulogne Sur Seine, France 09/03/2020

09 March - 11 March

[Duplicate](#)

[See all trips](#)

[Learn More About Search](#)

Velg "Planlegg". reise

Neo søker da i flere system for å automatisk sette sammen ett forslag på reisa til deg.



## Trip Itinerary

Main transport departing at 11:00, on 9 March – Main transport departing at 11:30, on 11 March [Edit search](#)

New trip

[Book](#)

Save

Share Trip

**BOOKABLE JOURNEY COST** £215.20

Flight £151.22

Hotel £63.98

**ESTIMATED ADDITIONAL EXPENSES** £322.97

Taxi £204.53

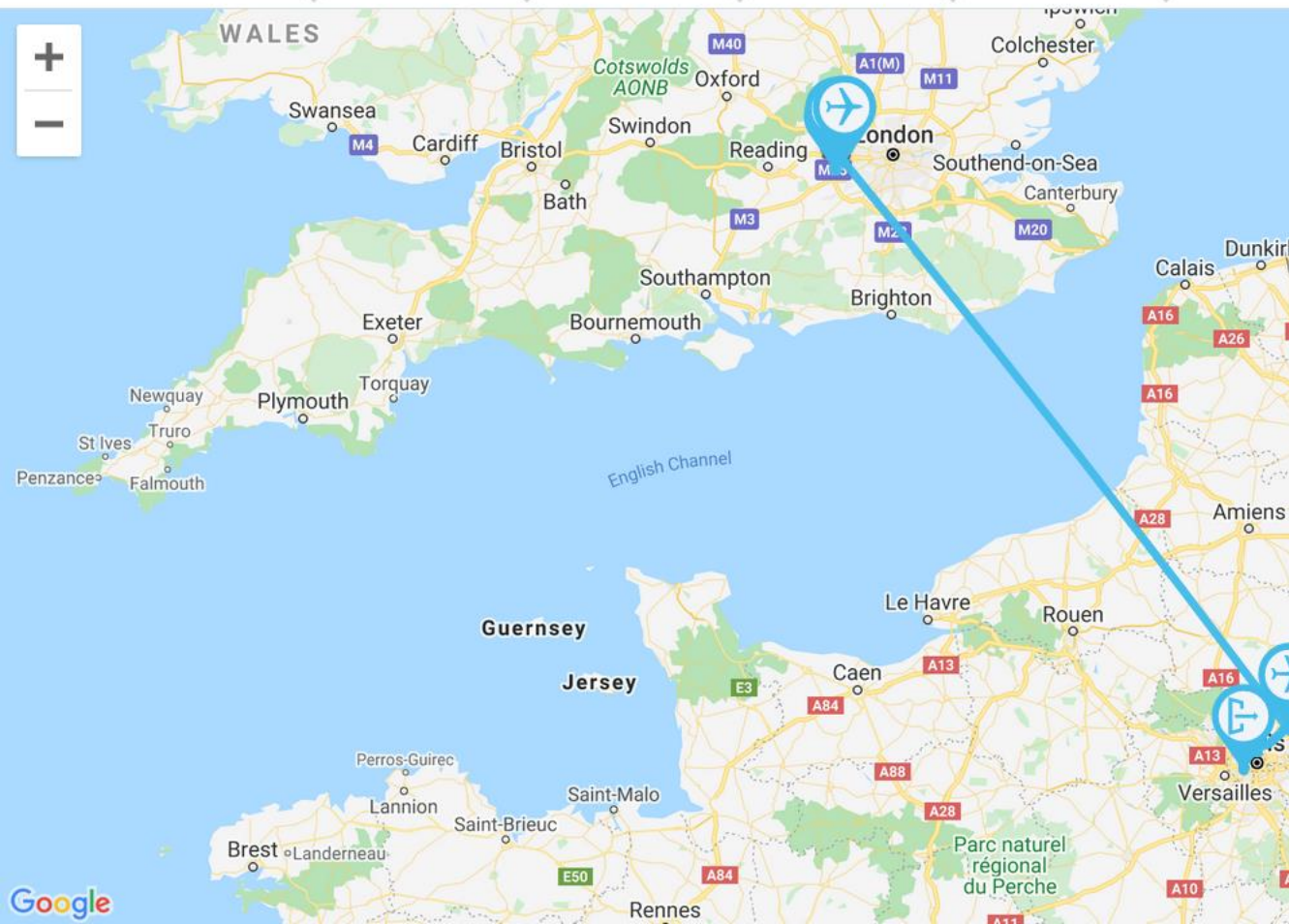
Lunch £25.38

13.1 Breakfast £17.68

13.1 Breakfast £25.38

[Edit estimates](#)**TRIP** £538.17

Mon 9 Mar	08:35 09:10	Mon 9 10:25 Mon 9 10:50	11:40 11:58	Mon 9 12:08 Wed 11 09:44	Mon 9 Wed 11	09:54 10:29	Wed 11 11:55 Wed 11 14:15	15:05 15:44	Wed 11 Mar
Office	Taxi to Paris Charles de Gaulle	British Airways to London Heathrow, United Kingdom	Taxi to Church St, Staines-upon-Thames, Staines TW18, UK	Church St, Staines-upon-Thames, Staines TW18, UK	Travelodge Heathrow Terminal 5 (2 nights)	Transport to London Heathrow, United Kingdom	British Airways to Paris Charles de Gaulle, France	Taxi to Office	Office
		£75.61			£31.99 (Per night)		£75.61		



Deretter vises forslaget på en komplett dør-til-dør reise som innenfor policy Det inkluderer fly, hotel, leiebil og bakketransport.



## Trip Itinerary

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New trip

[Book](#)

Save

Share Trip

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Flight £151.22

Hotel £63.98

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Taxi £204.53

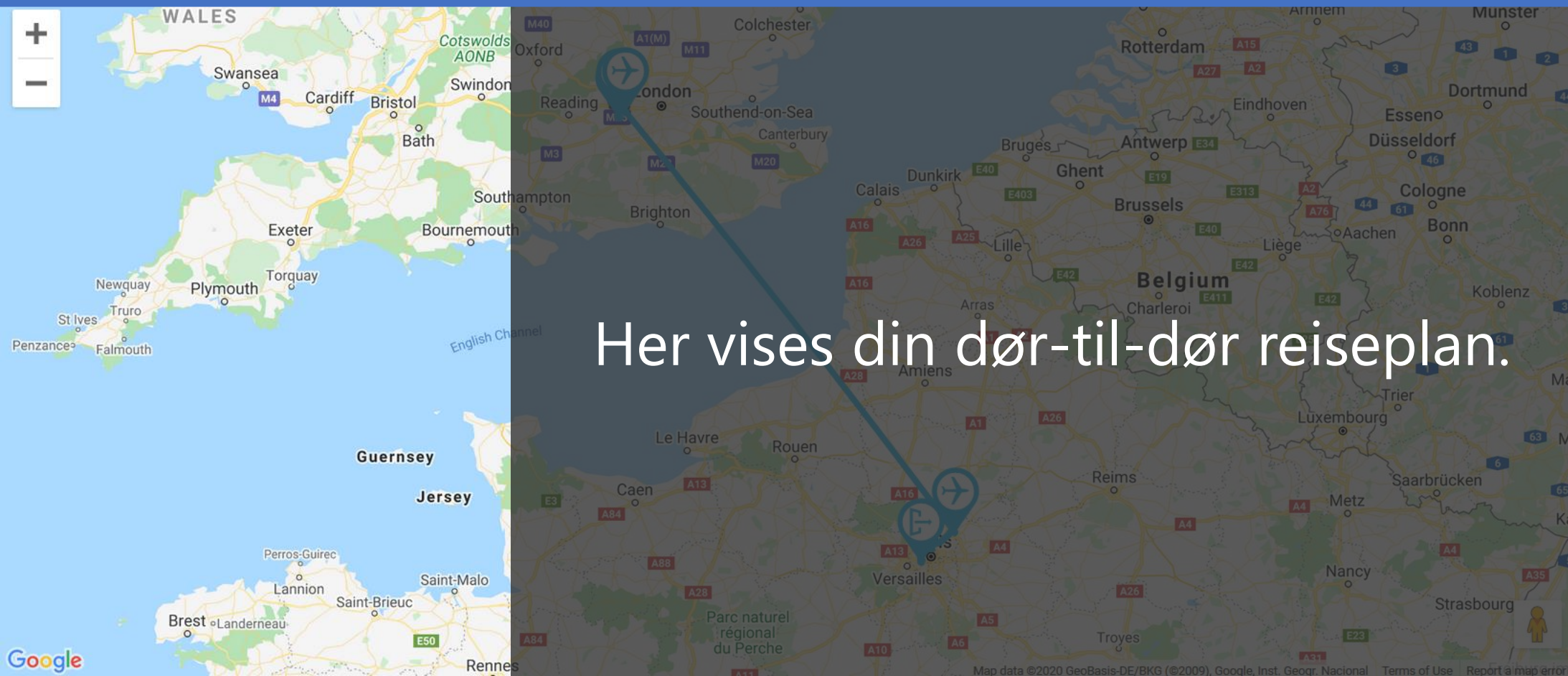
Lunch £25.38

13.2 Dinner £67.68

13.1 Breakfast £25.38

[Edit estimates](#)**TOTAL COST OF TRIP** £538.17

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## Trip Itinerary

Main transport departing at 11:00, on 9 March - Main transport departing at 11:30, on 11 March [Edit search](#)

New trip

[Book](#)

Mon 9 Mar	08:35 09:10	Mon 9 10:25 Mon 9 10:50	11:40 11:58	Mon 9 12:08 Wed 11 09:44	Mon 9 Wed 11	09:54 10:29	Wed 11 11:55 Wed 11 14:15	15:05 15:44	Wed 11 Mar
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Save

Share Trip

**BOOKABLE JOURNEY COST** £215.20

Flight £151.22

Hotel £63.98

**ESTIMATED ADDITIONAL EXPENSES** £322.97

Taxi £204.53

Lunch £25.38

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[Edit estimates](#)**TOTAL COST OF TRIP** £538.17



## Trip Itinerary

Main transport departing at 11:00, on 9 March – Main transport departing at 11:30, on 11 March [Edit search](#)

New trip

[Book](#)

Save

Share Trip

Mon 9 Mar	08:35 09:10	Mon 9 10:25 Mon 9 10:50	11:40 11:58	Mon 9 12:08 Wed 11 09:44	Mon 9 Wed 11	09:54 10:29	Wed 11 11:55 Wed 11 14:15	15:05 15:44	Wed 11 Mar
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		£75.61			£31.99 (Per night)		£75.61		

<b>BOOKABLE JOURNEY COST</b>	<b>£215.20</b>
Flight	£151.22
Hotel	£63.98

<b>ESTIMATED ADDITIONAL EXPENSES</b>	<b>£322.97</b>
Taxi	£204.53
Lunch	£25.38
13.2 Dinner	£67.68
13.1 Breakfast	£25.38

[Edit estimates](#)**TOTAL COST OF TRIP** £538.17

I den høye kolonnen vises den totale kostnaden for segmentene som er bestillingsbare.



## Trip Itinerary

Main transport departing at 11:00, on 9 March – Main transport departing at 11:30, on 11 March [Edit search](#)

New trip

Book

Save

Share Trip

**BOOKABLE JOURNEY COST** £215.20

Flight £151.22

Hotel £63.98

**ESTIMATED ADDITIONAL EXPENSES** £322.97

Taxi £204.53

Lunch £25.38

13.2 Dinner £67.68

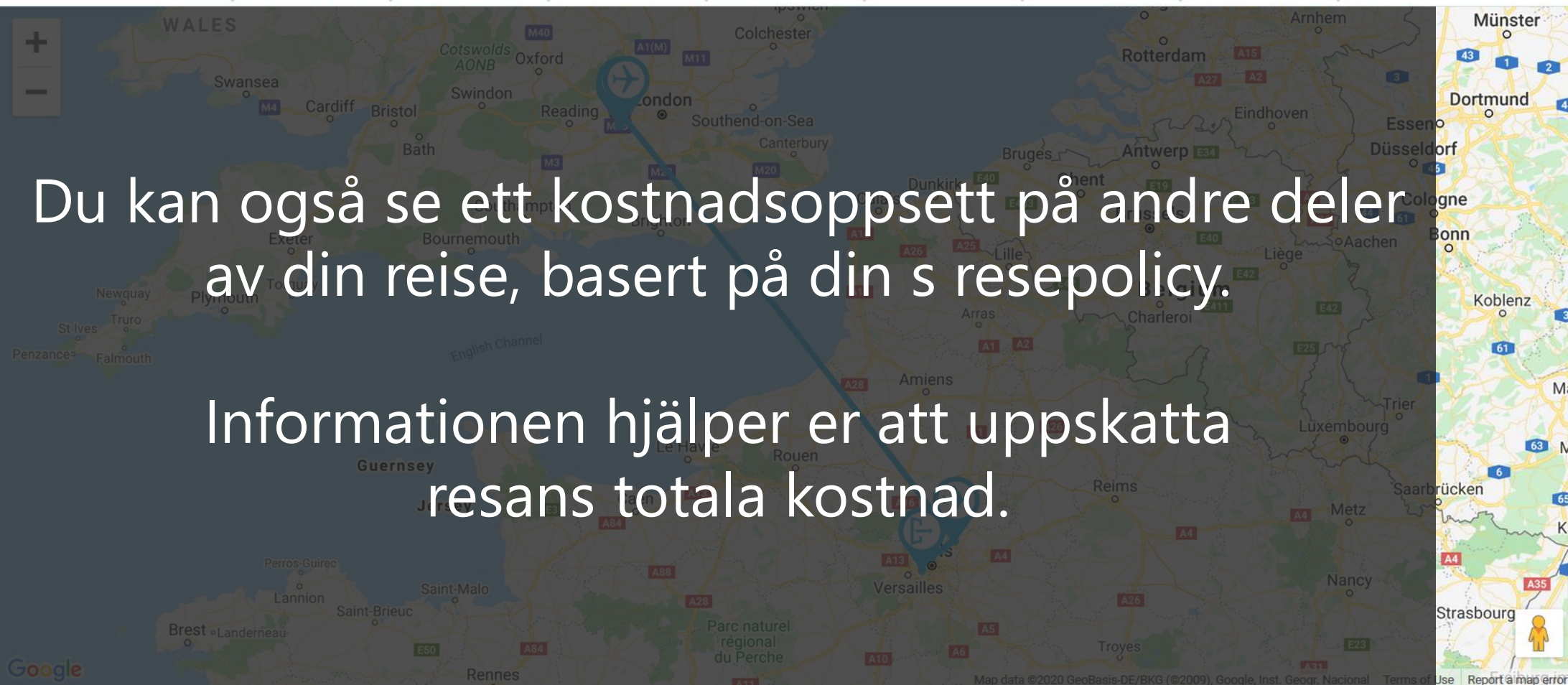
13.1 Breakfast £25.38

Edit estimates

**TOTAL COST OF TRIP** £538.17

Du kan også se ett kostnadsoppsett på andre deler av din reise, basert på din s resepolicy.

Informationen hjelper er att uppskatta resans totala kostnad.





### Trip Itinerary

Main transport departing at 11:00, on 9 March - Main transport departing at 11:30, on 11 March [Edit search](#)

Mon 9 Mar	08:35 09:10 	Mon 9 10:25 Mon 9 10:50 	11:40 11:58 	Mon 9 12:08 Wed 11 09:44 	Mon 9 Wed 11 	09:54 10:29 	Wed 11 11:55 Wed 11 14:15 	15:05 15:44 
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		£75.61			£31.99 (Per night)		£75.61	

Change Ground Transport

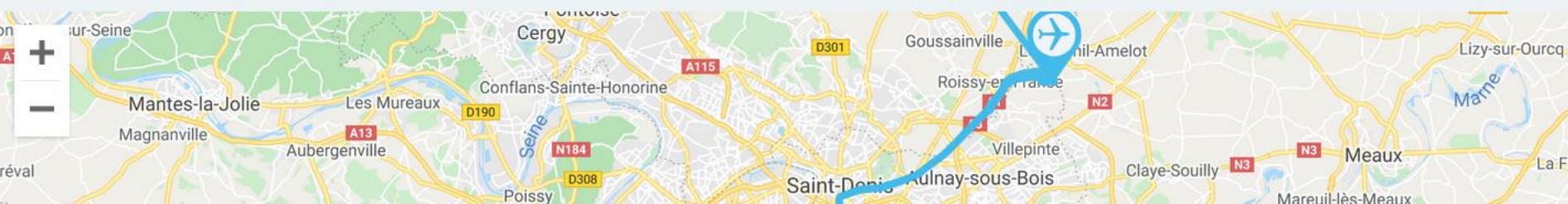


Taxi (estimated) COMPLIANT

ESTIMATED | £57.47

<b>FROM</b>	11 Chemin de Bretagne, 92130 Issy-les-Moulineaux, France	37km	34m	4.85 kg
		Est'd Distance	Est'd Duration	Est'd Carbon
<b>TO</b>	Paris Charles de Gaulle, France			

Learn More About [Estimated Taxi](#)



New trip

[Book](#)

Save

Share Trip

BOOKABLE JOURNEY COST **£215.20**

Flight £151.22

Hotel £63.98

ESTIMATED ADDITIONAL EXPENSE **£322.97**

Taxi £204.53

13.2 Dinner £25.38

13.2 Dinner £67.68

[Edit estimates](#)

TOTAL COST OF TRIP **£538.17**

Remove

Klicka på respektive segment för att se mer detaljer.



## Trip Itinerary

Main transport departing at 11:00, on 9 March - Main transport departing at 11:30, on 11 March [Edit search](#)

Mon 9 Mar	08:35 09:10	Mon 9 10:25 Mon 9 10:50	11:40 11:58	Mon 9 12:08 Wed 11 09:44	Mon 9 Wed 11	09:54 10:29	Wed 11 11:55 Wed 11 14:15	15:05 15:44
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		£75.61			£31.99 (Per night)		£75.61	

[Change Ground Transport](#)

Taxi (estimated)

COMPLIANT

ESTIMATED

£57.47

FROM

11 Chemin de Bretagne, 92130 Issy-les-Moulineaux, France

37km

Est'd Distance

34m

Est'd Duration

4.85 kg

Est'd Carbon

TO

Paris Charles de Gaulle, France

[Learn More About Estimated Taxi](#)

Velg "Ändra marktransport" för att se fler marktransportalternativ.

New trip

Book

Wed 11 Mar



Office

Save

Share Trip

BOOKABLE JOURNEY COST £215.20

Flight £151.22

Hotel £63.98

ESTIMATED JOURNEY COST £215.20

TAXI COST £322.97

ESTIMATED JOURNEY COST £215.20

Lunch £25.38

ESTIMATED JOURNEY COST £215.20

13.1 Breakfast £25.38

ESTIMATED JOURNEY COST £215.20

TOTAL ESTIMATED TRIP COST £538.17

ESTIMATED JOURNEY COST £215.20

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ESTIMATED JOURNEY COST £215.20



### Trip Itinerary

Main transport departing at 11:00, on 9 March - Main transport departing at 11:30, on 11 March [Edit search](#)

New trip

Book

Save

Share Trip

Mon 9 Mar

08:35  
09:10

Mon 9 10:25  
Mon 9 10:50

Office

Taxi to Paris Charles de Gaulle

British Airways to London Heathrow, United Kingdom

11:40  
11:58

Mon 9 12:08  
Wed 11 09:44

Mon 9  
Wed 11

09:54  
10:29

Wed 11 11:55  
Wed 11 14:15

15:05  
15:44

Wed 11 Mar

Taxi to Church St, Staines-upon-Thames, Staines TW18, UK

Church St, Staines-upon-Thames, Staines TW18, UK

Travelodge Heathrow Terminal 5 (2 nights)

Transport to London Heathrow, United Kingdom

British Airways to Paris Charles de Gaulle, France

Taxi to Office

Office

£31.99 (Per night)

£75.61

Change Ground Transport

Remove

ESTIMATED £57.47

11 Chemin de Bretagne, 92130 Issy-les-Moulineaux, France

37km

Est'd Distance

34m

Est'd Duration

4.85 kg

Est'd Carbon

Paris Charles de Gaulle, France

BOOKABLE JOURNEY COST £215.20

Flight £151.22

Hotel £63.98

ESTIMATED ADDITIONAL EXPENSES £322.97

Taxi £204.53

Lunch £25.38

13.2 Dinner £67.68

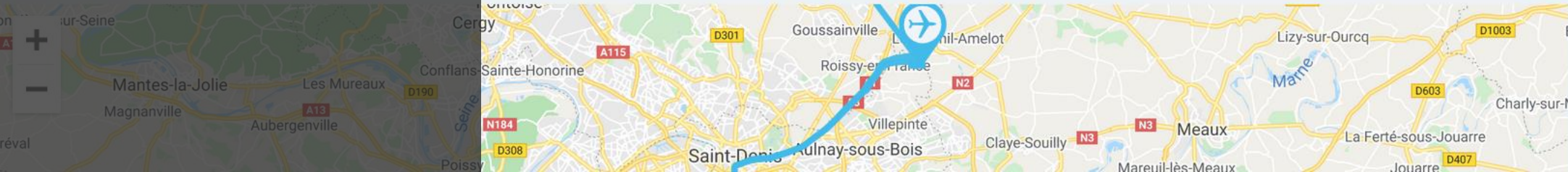
13.1 Breakfast £25.38

Edit estimates

TOTAL COST OF TRIP £538.17

Om vill ta bort något från din resplan kan du markera segmentet och klicka "Ta bort".

Learn More About [Estimated Taxi](#)







### Trip Itinerary

Main transport departing at 11:00, on 9 March - Main transport departing at 11:30, on 11 March [Edit search](#)

New trip

[Book](#)

Mon 9 Mar

Office

British Airways to London Heathrow, United Kingdom

10:25  
10:50

£75.61

[Add +](#)

11:40 11:58	Mon 9 12:08 Wed 11 09:44	Mon 9 Wed 11	09:54 10:29	Wed 11 11:55 Wed 11 14:15	15:05 15:44	Wed 11 Mar
Taxi to Church St, Staines-upon-Thames, Staines TW18, UK	Church St, Staines-upon-Thames, Staines TW18, UK	Travelodge Heathrow Terminal 5 (2 nights)	Transport to London Heathrow, United Kingdom	British Airways to Paris Charles de Gaulle, France	Taxi to Office	Office
		£31.99 (Per night)		£75.61		

- Save
- Share Trip

**BOOKABLE JOURNEY COST** £215.20

Flight	£151.22
Hotel	£63.98

### ESTIMATED ADDITIONAL EXPENSES

Taxi	£147.06
Lunch	£25.38
13.2 Dinner	£67.68
13.1 Breakfast	£25.38

[Edit estimates](#)

**TOTAL COST OF TRIP** £480.71

Vid ändringar uppdateras den totala kostnaden automatiskt.





## Trip Itinerary

Main transport departing at 11:00, on 9 March – Main transport departing at 11:30, on 11 March [Edit search](#)

New trip

[Book](#)

Mon 9 Mar	Mon 9 10:25 Mon 9 10:50	11:40 11:58	Mon 9 12:08 Wed 11 09:44	Mon 9 Wed 11	09:54 10:29	Wed 11 11:55 Wed 11 14:15	15:05 15:44	Wed 11 Mar
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	£75.61			£31.99 (Per night)		£75.61		

[Add +](#)

När du är nöjd med din resplan klickar du på "Boka" för att boka allt i en och samma bokning.

[Save](#)[Share Trip](#)**BOOKABLE JOURNEY COST** £215.20

Flight £151.22

Hotel £63.98

**ESTIMATED ADDITIONAL EXPENSES** £265.50

Taxi £147.06

Lunch £25.38

13.2 Dinner £67.68

13.1 Breakfast £25.38

[Edit estimates](#)**TOTAL COST OF TRIP** £480.71



**DON'T** *do business* **WITHOUT IT**™

Thank you



**GLOBAL  
BUSINESS  
TRAVEL**