



GLOBAL  
BUSINESS  
TRAVEL



# HUR DU BOKAR EN RESA DÖRR-TILL-DÖRR

## Neo användarguide – 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

Välj  
"Ny resa".

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](#)

Välj fliken  
"Dörr till dörr"  
högst upp på  
sökstidan.

[Learn More About Search](#)

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

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

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

09 March - 11 March

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

Välj  
"Enkelresa"  
om du inte  
önskar boka  
en returresa.

[? Learn More About Search](#)

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

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

Duplicate

09 March - 11 March

[See all trips](#)

Ange en  
**specifik  
adress/plats**  
varifrån du åker  
och din  
destination i  
från- och  
tillfälten.

[Learn More About Search](#)

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

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TO ADDRESS

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## When do you want to travel?

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Main transport departs at  

## RETURN

Main transport departs at  

Plan Trip

## Recent Trips

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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 information finns sparad i din resenärprofil och i er företagsprofil kan man ange "Hem" eller "Kontor" eller ert företagsnamn i sökfälten.

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

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Office

TO ADDRESS

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## OUTBOUND

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Mon 09 Ma... 

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## RETURN

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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

Duplicate

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

Välj sökalternativ  
för utresan och  
hemresan.

Välj om du vill  
söka efter  
avgångstid,  
ankomsttid eller  
när huvud-  
transporten avgår  
(flyg/tåg).

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

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 Round Trip  One-way

FROM ADDRESS

Office

TO ADDRESS

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## 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

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

# Välj datum och tid.

[? Learn More About Search](#)





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

Where are you travelling to?

Round Trip  One-way

FROM ADDRESS

- Office
- Church Street, Staines, UK

When do you want to travel?

OUTBOUND

RETURN

[Plan Trip](#)

# Bokar du ofta samma resa?

## Här hittar du listan med dina senaste resor.

## Välj "Kopiera" för att boka samma resa igen.

**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 Duplicate

09 March - 11 March

---

[See all trips](#)

[Learn More About Search](#)



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

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 Round Trip  One-way

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Office

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## 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](#)Välj  
"Planera resa".Neo söker  
sedan i flera  
system för att  
automatiskt  
bygga ihop ett  
förslag på resa  
till dig. [Learn More About Search](#)

## 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

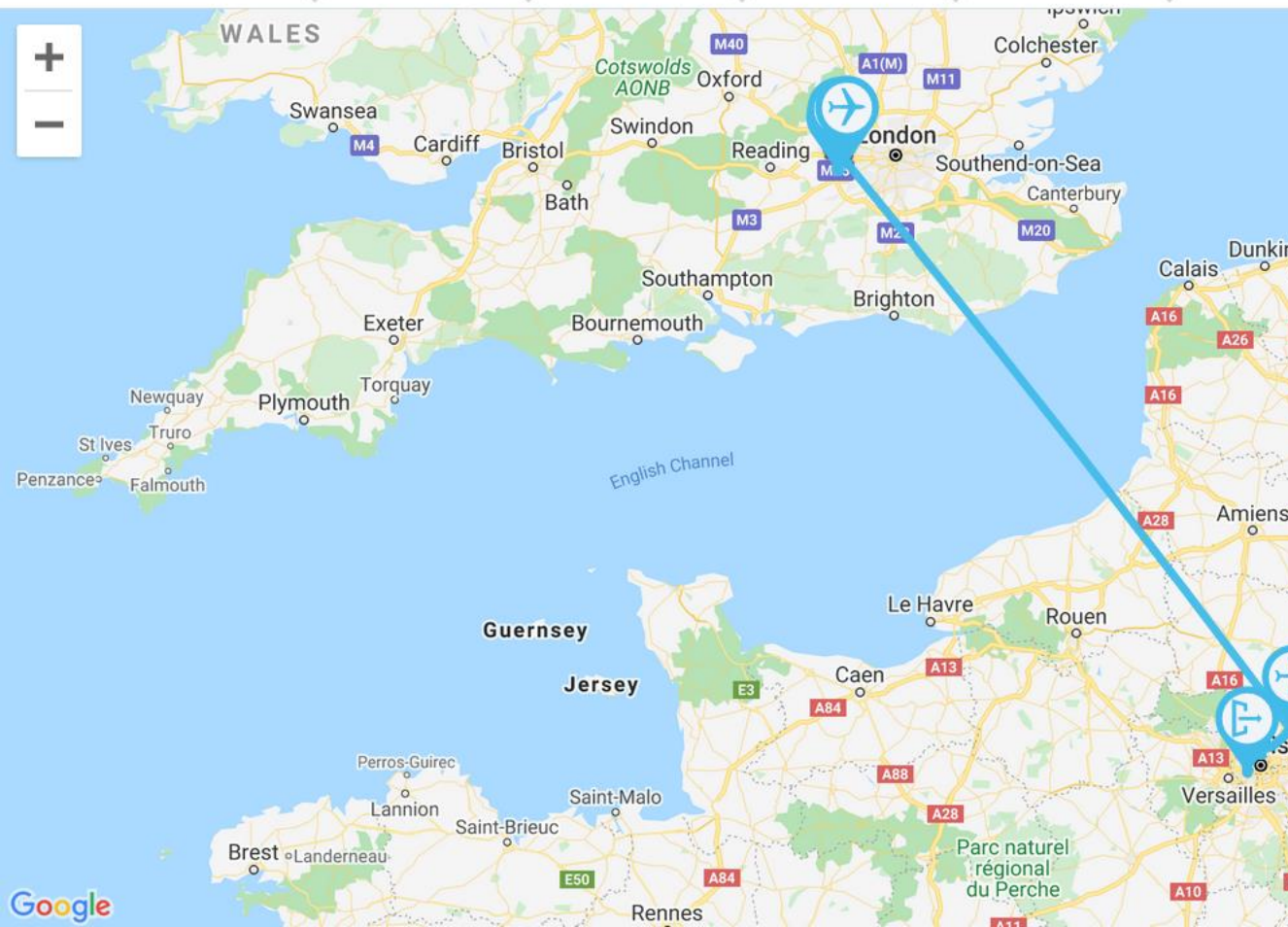
Breakfast £67.68

£25.38

£338.17

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
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		



Sedan visas föreslagen  
komplett dörr-till-dörr resa  
inom policy som inkluderar  
flyg/tåg, hotel och till viss del  
marktransport.

## 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

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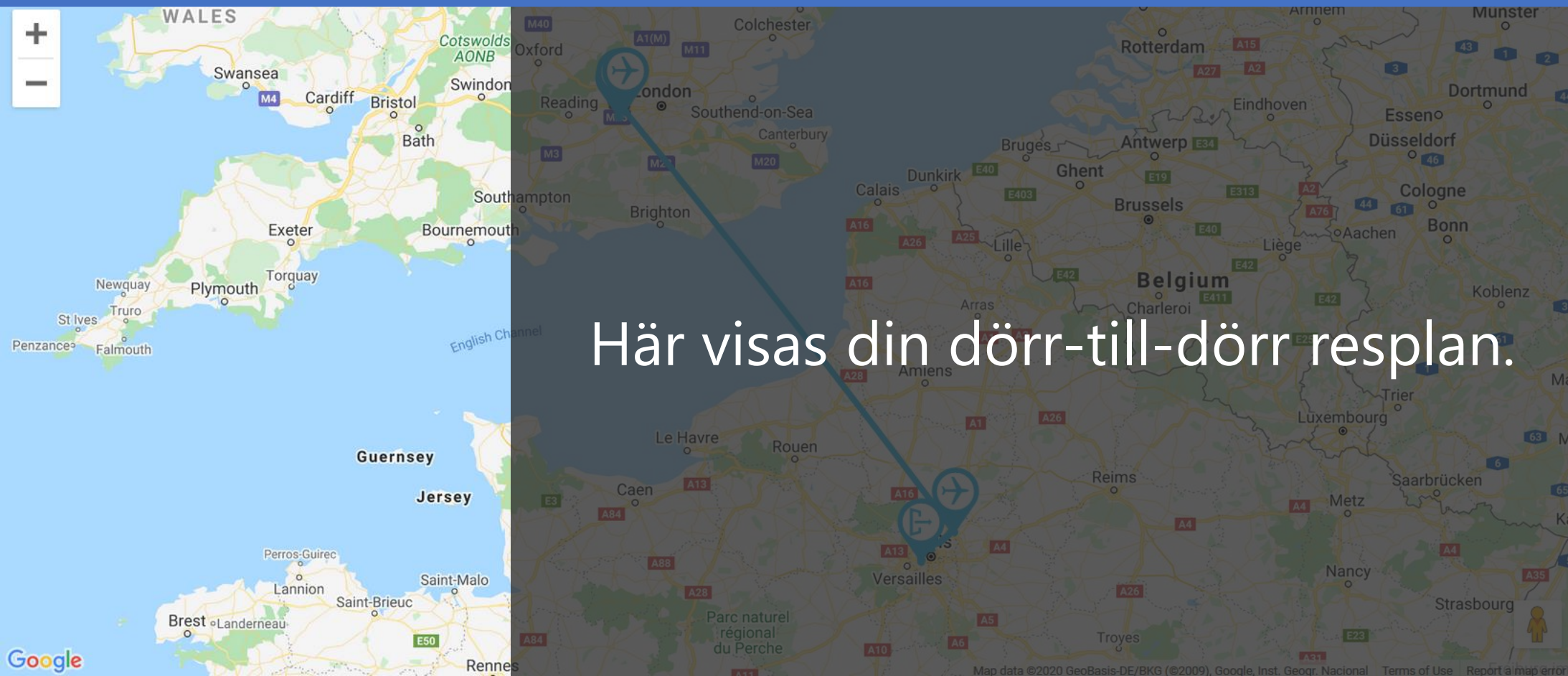
Lunch £25.38

13.2 Dinner £67.68

13.1 Breakfast £25.38

[Edit estimates](#)**TOTAL COST OF 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
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		£75.61			£31.99 (Per night)		£75.61		



Här visas din dör-r till-dör-r resplan.

## 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](#)

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Save

Share Trip

**BOOKABLE JOURNEY COST** £215.20

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Hotel £63.98

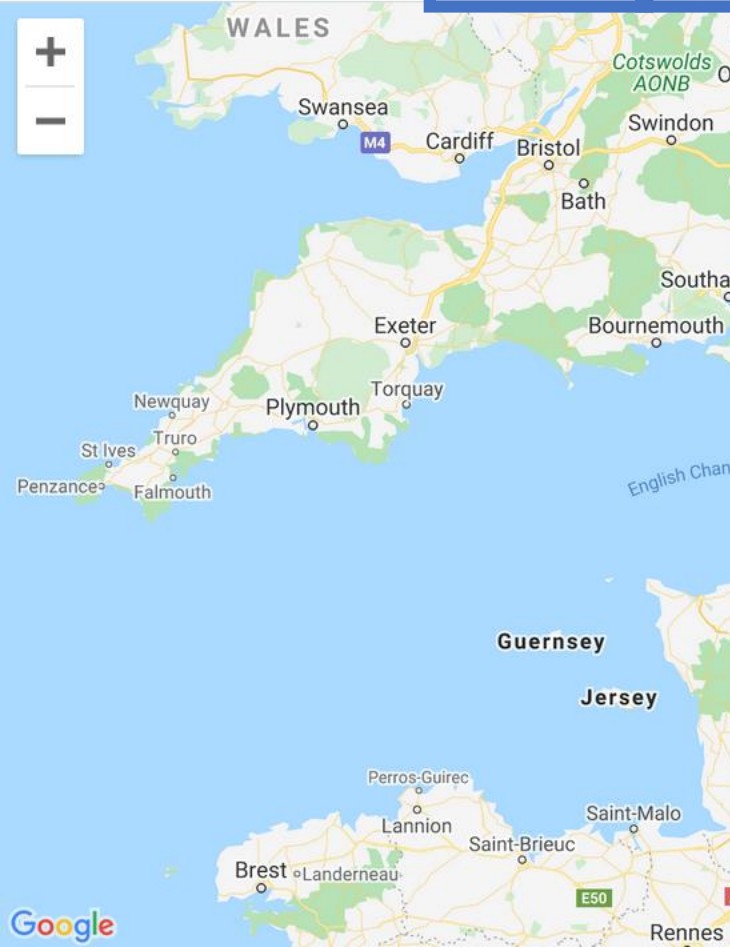
**ESTIMATED ADDITIONAL EXPENSES** £322.97

Taxi £204.53

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13.2 Dinner £67.68

13.1 Breakfast £25.38

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

Under varje segment som kan bokas visas pris och detaljer (där pris saknas är segmentet endast stödinformation till resan).

## 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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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

I den högra kolumnen visas den totala kostnaden för delar som är bokningsbara.



## 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

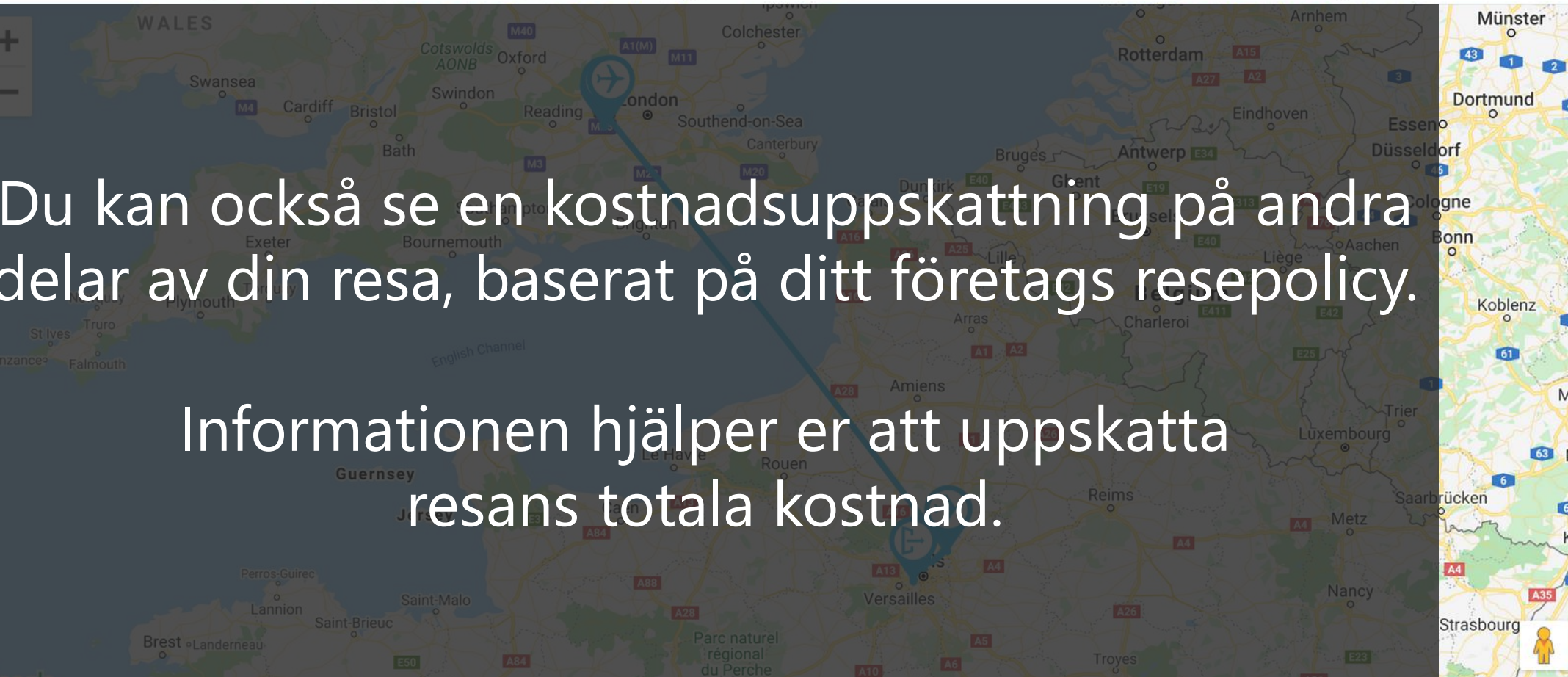
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[Edit estimates](#)**TOTAL COST OF TRIP** £538.17

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		£75.61			£31.99 (Per night)		£75.61		



Du kan också se en kostnadsuppskattning på andra delar av din resa, baserat på ditt företags resepolicy.

Informationen hjälper 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  Taxi to Paris Charles de Gaulle	Mon 9 10:25 Mon 9 10:50  British Airways to London Heathrow, United Kingdom	11:40 11:58  Taxi to Church St, Staines-upon-Thames, Staines TW18, UK	Mon 9 12:08 Wed 11 09:44  Church St, Staines-upon-Thames, Staines TW18, UK	Mon 9 Wed 11  Travelodge Heathrow Terminal 5 (2 nights)	09:54 10:29  Transport to London Heathrow, United Kingdom	Wed 11 11:55 Wed 11 14:15  British Airways to Paris Charles de Gaulle, France	15:05 15:44  Taxi to Office
		£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 Est'd Distance	34m Est'd Duration	4.85 kg 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 £67.68

TOTAL COST OF TRIP £538.17

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](#)

Välj "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 ADDITIONAL EXPENSES £215.53

Lunch £25.38

13.1 Breakfast £25.38

TOTAL ESTIMATED 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

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

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

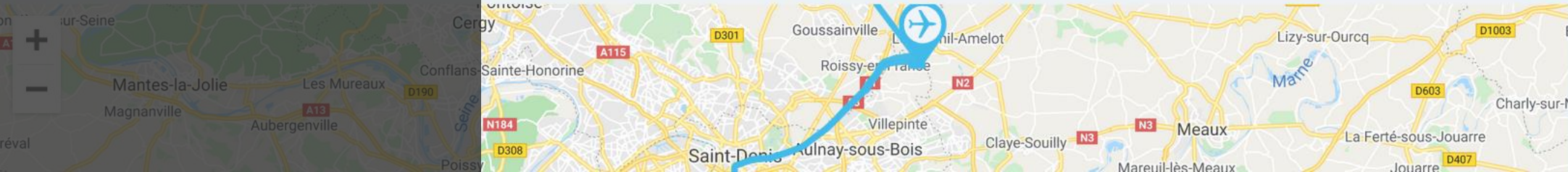
13.1 Breakfast £25.38

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
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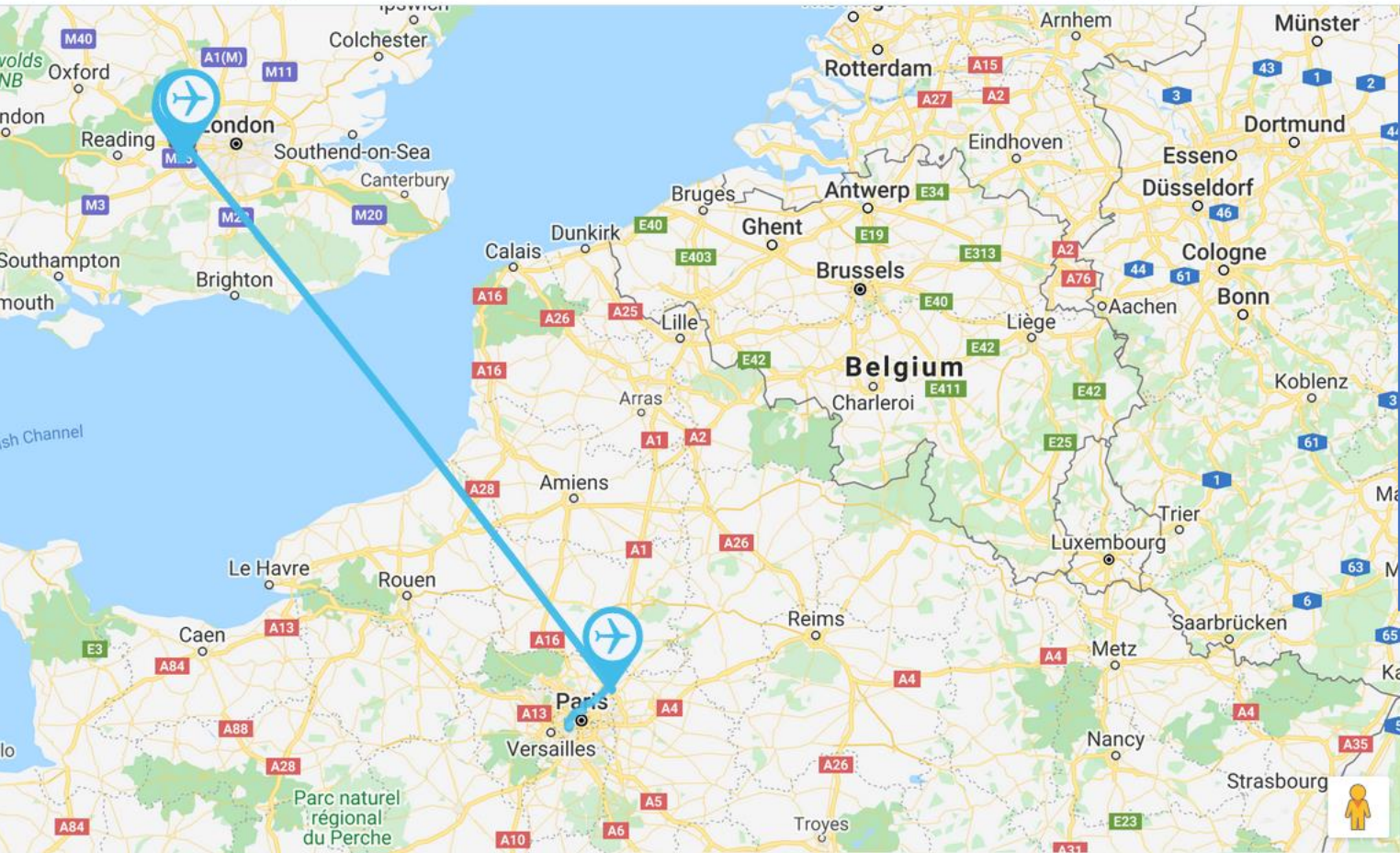
- Save
- Share Trip

**BOOKABLE JOURNEY COST** £215.20

Flight £151.22

Hotel £63.98

Vid ändringar uppdateras den totala kostnaden automatiskt.



**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



# 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**