



GLOBAL
BUSINESS
TRAVEL



HUR DU BOKAR ETT HOTELL

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 do you need accommodation?

DESTINATION / HOTEL NAME

When?

CHECK-IN

Mon 09 Mar 2020

CHECK-OUT

Wed 11 Mar 2020

Search

Recent Trips

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

Church St, Staines-upon-Thames,
Staines TW18, UK 09/03/2020

09 March - 11 March

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

09 March - 11 March

Duplicate

Duplicate

[See all trips](#)

[Learn More About Search](#)

Välj fliken
"Hotel" högst
upp på sidan.



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

Where do you need accommodation?

DESTINATION / HOTEL NAME

Church Street, Staines, UK

When?

CHECK-IN

Mon 09 Mar 2020

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Wed 11 Mar 2020

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Recent Trips

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Church St, Staines-upon-Thames,
Staines TW18, UK 09/03/2020

09 March - 11 March

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

09 March - 11 March

[Learn More About Search](#)

Vart ska du?

Ange en plats, adress, företagsnamn eller specifikt hotell/ hotellkedja.



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

Where do you need accommodation?

DESTINATION / HOTEL NAME

When?

CHECK-IN

Mon 09 Mar 2020



CHECK-OUT

Wed 11 Mar 2020



Search

Recent Trips

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

Church St, Staines-upon-Thames,
Staines TW18, UK 09/03/2020

09 March - 11 March

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

09 March - 11 March

[Learn More About Search](#)

Duplicate

Duplicate

[See all trips](#)

Välj datum för in- och utcheckning.

Flight/Train Hotel Car Door to Door

Where do you need accommodation?

DESTINATION / HOTEL NAME

Church Street, Staines, UK

CHECK-IN

Mon 09 Mar 2020

CHECK-OUT

Wed 11 Mar 2020

Search

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.

Church St, Staines-upon-Thames,
Staines TW18, UK 09/03/2020

Duplicate

09 March - 11 March

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 do you need accommodation?

DESTINATION / HOTEL NAME

When?

CHECK-IN

Mon 09 Mar 2020



CHECK-OUT

Wed 11 Mar 2020



Recent Trips

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

Church St, Staines-upon-Thames,
Staines TW18, UK 09/03/2020

09 March - 11 March

[Duplicate](#)

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

09 March - 11 March

[Duplicate](#)

[See all trips](#)

Välj "Sök".

[Learn More About Search](#)

Hotel Results

2 Nights, 09 March — 11 March [Edit search](#)

Search near

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

Stars

Hotel Name

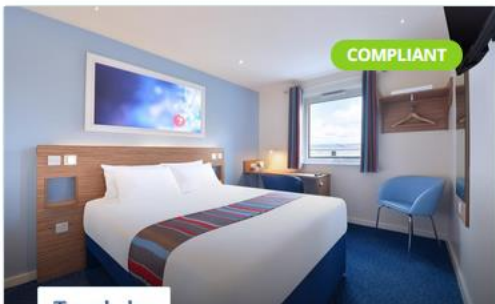
Chain

Clear Filters

41 properties found

Sort by:

Recommendation



COMPLIANT

Travelodge

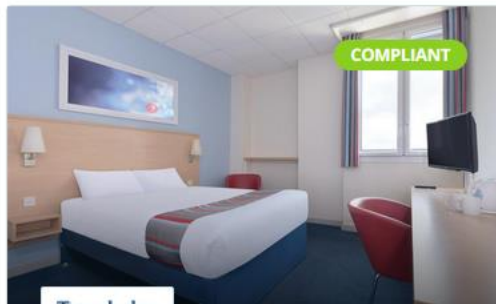
PUBLIC

Travelodge Heathrow
Terminal 5

£32

Per night

3.8km (Estimated distance)



COMPLIANT

Travelodge

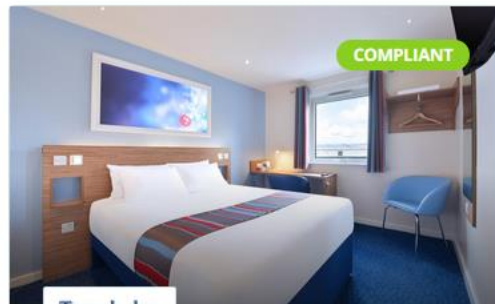
PUBLIC

Travelodge Staines

£43

Per night

0.15km (Estimated distance)



COMPLIANT

Travelodge

PUBLIC

Travelodge Egham

£45

Per night

2.1 km (Estimated distance)



COMPLIANT

Premier Inn



COMPLIANT

Mercure



COMPLIANT

synxis



Sökresultatet
visar hotell-
alternativ
baserade på
ditt företags
respolicy och
preferenser.

Search here

Google

Hotel Results

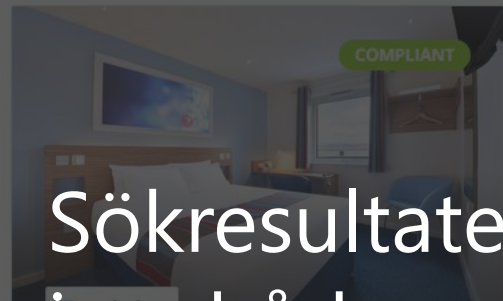
2 Nights, 09 March — 11 March [Edit search](#)

Search near Stars Hotel Name Chain

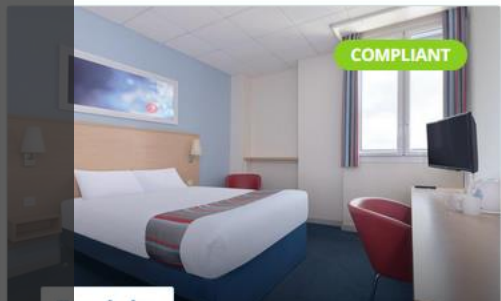
Clear Filters

Sort by: Recommendation

41 properties found



Travelodge
PUBLIC
Travelodge Terminal 5
£32
Per night
3.8km (Estimated distance)



Travelodge
PUBLIC
Travelodge Staines
£43
Per night
0.15km (Estimated distance)



Travelodge
PUBLIC
Travelodge Egham
£45
Per night
2.1 km (Estimated distance)



Premier Inn



Mercure



synxis

Map view showing hotel locations with price tags. The map covers the area around Slough and Egham, including locations like Woodburn Green, Gerrards Cross, Colne Valley Regional Park, Ickenham, Ruislip, Northolt, Stoke Poges, Uxbridge, Burnham, Taplow, Dorney, Slough, Iwer, Hayes, Southall, Oakley Green, West Drayton, Hounslow, Old Windsor, Feltham, Ascot, Virginia Water, Sunningdale, Chertsey, Longcross, Ottershaw, Byfleet, Lightwater, Chobham, Bislev, Woking, Cobham, Downsides, and Brookwood. Price tags are shown for various locations: £136, £32, £89, £130, £45, £182, £200, £40. A search bar at the bottom says "Search here".

Sökresultatet visas både som lista och kartvy.

Hotel Results

2 Nights, 09 March — 11 March [Edit search](#)

Search near

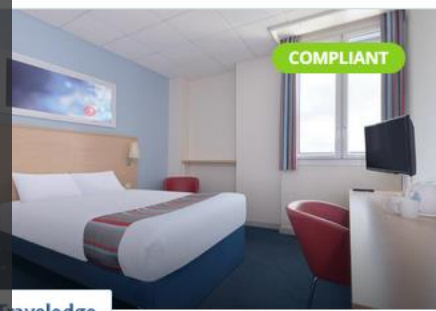
Stars Hotel Name Chain

Clear Filters

41 properties found

Sort by: Recommendation

Ändra söksområde genom att flytta kartvyn och klicka sök inom markerat område.



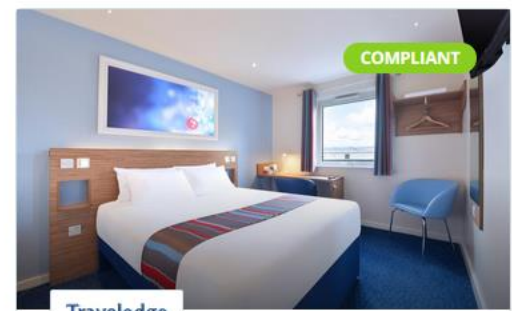
Travelodge

PUBLIC

Travelodge Staines

£43
Per night

0.15km (Estimated distance)



Travelodge

PUBLIC

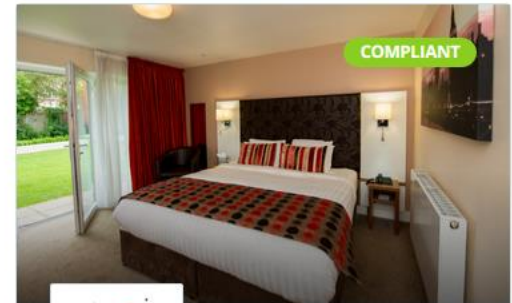
Travelodge Egham

£45
Per night

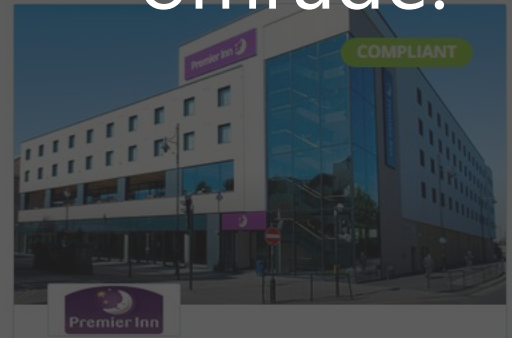
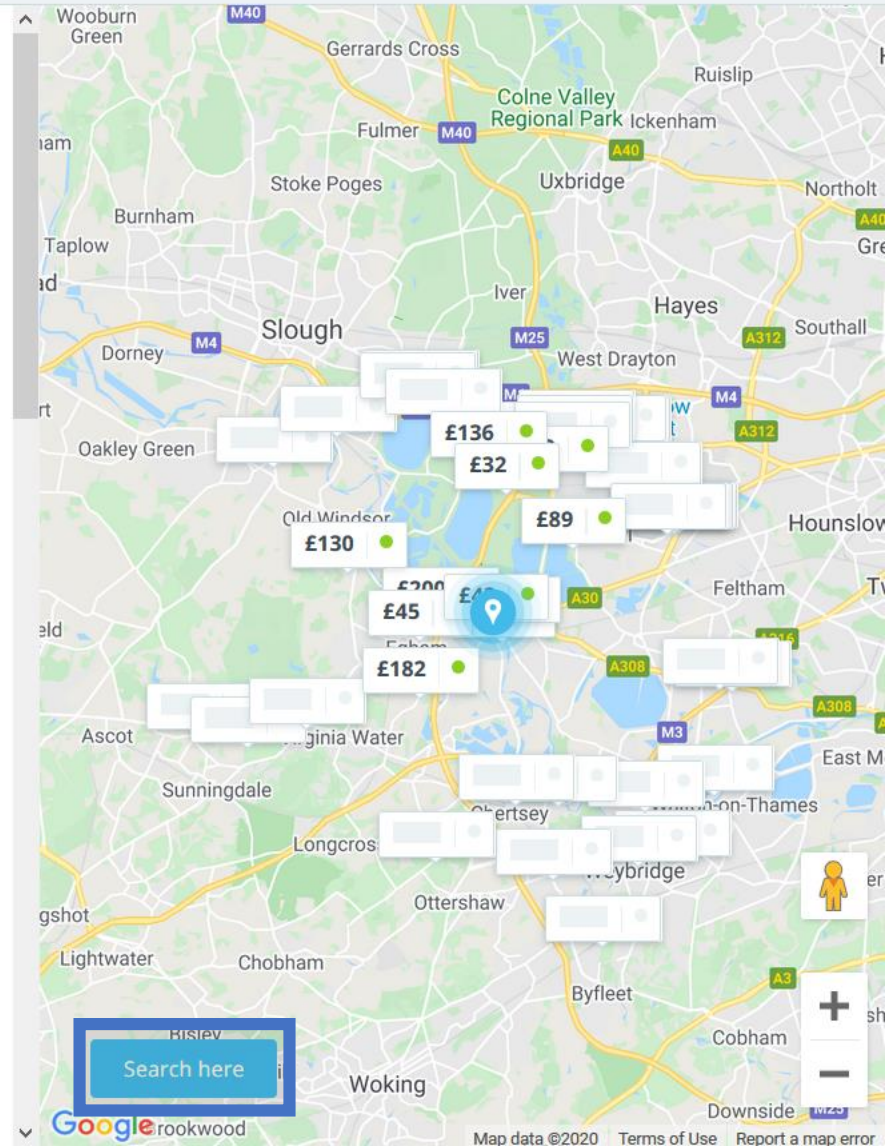
2.1 km (Estimated distance)



Mercure



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Premier Inn

Hotel Results

2 Nights, 09 March — 11 March [Edit search](#)

Search near

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

Stars

Hotel Name

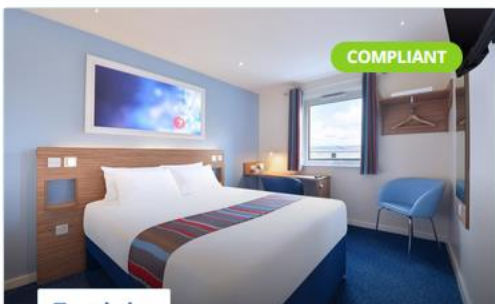
Chain

41 properties found

Sort by:

Recommendation

Clear Filters



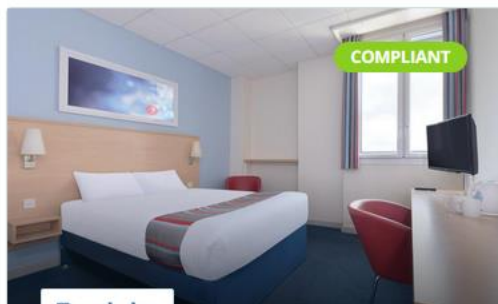
COMPLIANT

Travelodge

PUBLIC

Travelodge Heathrow
Terminal 5£32
Per night

3.8km (Estimated distance)



COMPLIANT

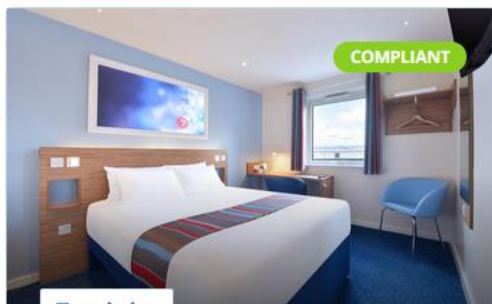
Travelodge

PUBLIC

Travelodge Staines

£43
Per night

0.15km (Estimated distance)



COMPLIANT

Travelodge

PUBLIC

Travelodge Egham

£45
Per night

2.1 km (Estimated distance)



COMPLIANT

Premier Inn



COMPLIANT

Mercure



COMPLIANT

synxis

Förfinna ditt
sökresultat
med filter-
funktionerna.Sökresultatet
uppdateras
automatiskt när
du valt ett filter.

Hotel Results

2 Nights, 09 March — 11 March [Edit search](#)

Search near

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

Stars

Hotel Name

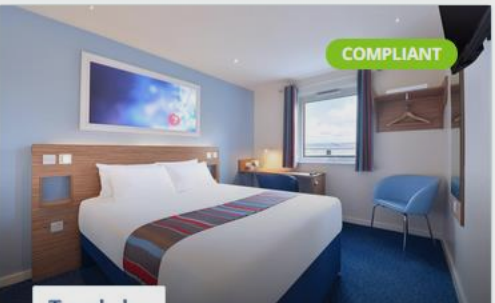
Chain

Clear Filters

41 properties found

Sort by:

Recommendation



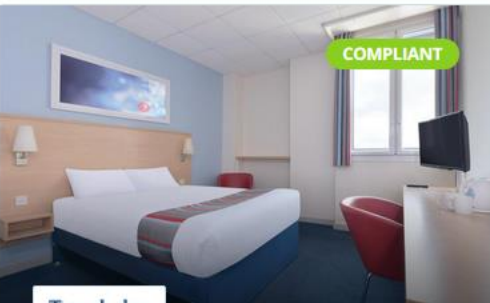
COMPLIANT

Travelodge

PUBLIC
Travelodge Heathrow Terminal 5

£32
Per night

3.8km (Estimated distance)



COMPLIANT

Travelodge

PUBLIC
Travelodge Staines

£43
Per night

0.15km (Estimated distance)



COMPLIANT

Travelodge

PUBLIC
Travelodge Egham

£45
Per night

2.1 km (Estimated distance)



COMPLIANT

Premier Inn



COMPLIANT

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COMPLIANT

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Hotel Results

2 Nights, 09 March — 11 March [Edit search](#)Search near

Stars

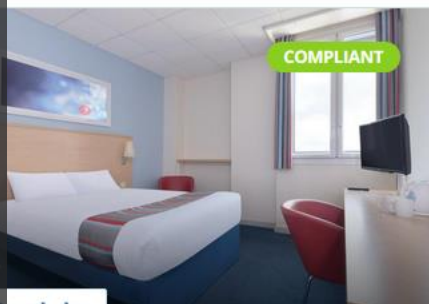
Hotel Name

Chain

[Clear Filters](#)

Sort by:

Recommendation



COMPLIANT

Travelodge

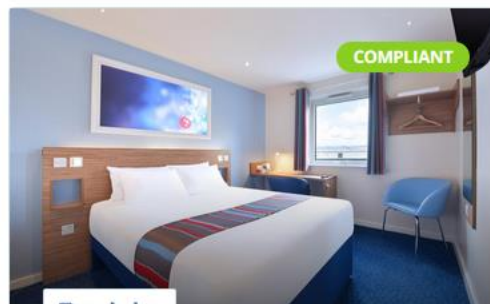
PUBLIC

Travelodge Staines

£43

Per night

0.15km (Estimated distance)



COMPLIANT

Travelodge

PUBLIC

Travelodge Egham

£45

Per night

2.1 km (Estimated distance)



Travelodge

[See all 13 photos](#)

PUBLIC

Travelodge Heathrow
Terminal 5

£63.98

Total Cost

Calder Way, Horton Road Colnbrook,slough
SL30at,united Kingdom [Details](#)
3.8km (Estimated distance)

ROOM / RATE

[Rate details](#) [Change Room/Rate](#)Bar Flexible Rate Standard Accessible King Or
Twin Max Occupancy 2 Adults

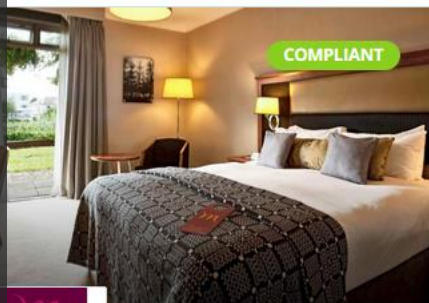
£31.99*

Per night

COMPLIANT

Guarantee: Guarantee Required

Taxes: included

[Back to map](#)[Select hotel](#)

COMPLIANT

Mercure



COMPLIANT

synxis

Se total kostnad
och avstånd till din
angivna
destination.Klicka på
"Detaljer" för
kontakt-
information och
övriga detaljer om
hotellet.

Hotel Results

2 Nights, 09 March — 11 March [Edit search](#)

Search near

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

Stars ▼

Hotel Name ▼

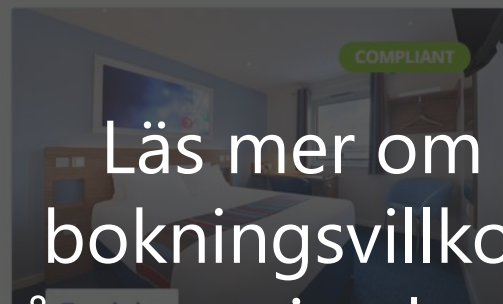
Chain ▼

Clear Filters

41 properties found ⓘ

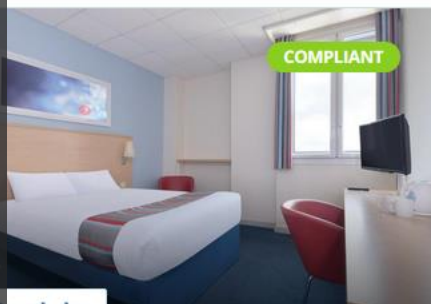
Sort by:

Recommendation -



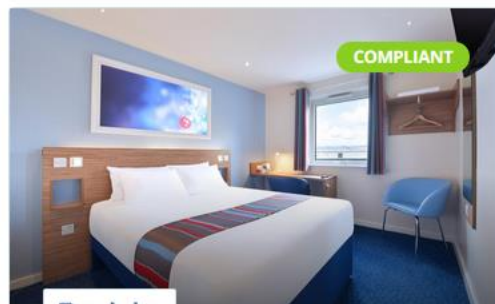
COMPLIANT

Travelodge

PUBLIC
Travelodge Heathrow
Terminal 5
3.8km (Estimated distance)
Per night

COMPLIANT

Travelodge

PUBLIC
Travelodge Staines
£43
Per night
0.15km (Estimated distance)

COMPLIANT

Travelodge

PUBLIC
Travelodge Egham
£45
Per night
2.1 km (Estimated distance)

Travelodge

See all 13 photos

PUBLIC

Travelodge Heathrow
Terminal 5£63.98
Total CostCalder Way, Horton Road Colnbrook,slough
SL30at,united Kingdom [Details](#)
3.8km (Estimated distance)

ROOM / RATE

[Rate details](#) [Change Room/Rate](#)Bar Flexible Rate Standard Accessible King Or
Twin Max Occupancy 2 Adults£31.99*
Per night

COMPLIANT

Guarantee: Guarantee Required

Taxes: included

[Back to map](#)[Select hotel](#)

COMPLIANT

Premier Inn



COMPLIANT

Mercure



COMPLIANT

synxis

Läs mer om
bokningsvillkor
såsom pris, skatter
och avboknings-
regler.

Hotel Results

2 Nights, 09 March — 11 March [Edit search](#)

Search near

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

Stars

Hotel Name

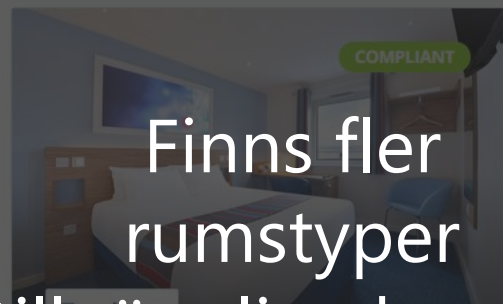
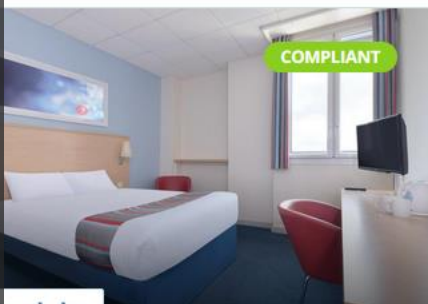
Chain

Clear Filters

41 properties found

Sort by:

Recommendation

Finns fler
rumstypertillgängliga kan du
hitta dem under
"Ändra rum/pris".

Travelodge

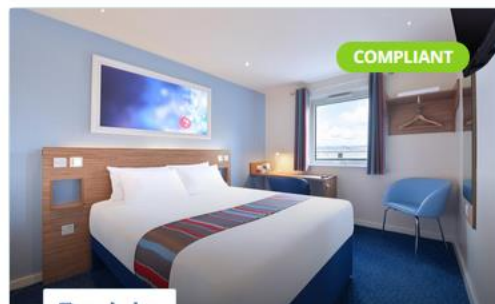
PUBLIC

Travelodge Staines

£43

Per night

0.15km (Estimated distance)



Travelodge

PUBLIC

Travelodge Egham

£45

Per night

2.1 km (Estimated distance)



Travelodge

PUBLIC

Travelodge Heathrow
Terminal 5

£63.98

Total Cost

Calder Way, Horton Road Colnbrook,slough
SL30at,united Kingdom [Details](#)
3.8km (Estimated distance)

ROOM / RATE

[Rate details](#)[Change Room/Rate](#)Bar Flexible Rate Standard Accessible King Or
Twin Max Occupancy 2 Adults

£31.99*

Per night

COMPLIANT

Guarantee:

Guarantee Required

Taxes:

included

[Back to map](#)[Select hotel](#)

Premier Inn



Mercure



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Hotel Results

2 Nights, 09 March — 11 March [Edit search](#)

Search near

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

Stars

Hotel Name

Chain

Clear Filters

41 properties found

Sort by:


Recommendation

Lägg till hotellet till din resplan genom att klicka "Välj hotell".




Travelodge
Travelodge Heathrow Terminal 5
3.8km (Estimated distance)

COMPLIANT




Travelodge
PUBLIC
Travelodge Staines
£43
Per night
0.15km (Estimated distance)

COMPLIANT



Travelodge
PUBLIC
Travelodge Egham
£45
Per night
2.1 km (Estimated distance)

COMPLIANT



Premier Inn

COMPLIANT



Mercure

COMPLIANT



synxis



Travelodge

PUBLIC

Travelodge Heathrow Terminal 5

£63.98
Total CostCalder Way, Horton Road Colnbrook,slough
SL30at,united Kingdom [Details](#)
3.8km (Estimated distance)

ROOM / RATE

[Rate details](#) [Change Room/Rate](#)Bar Flexible Rate Standard Accessible King Or
Twin Max Occupancy 2 Adults£31.99*
Per night**COMPLIANT****Guarantee:** Guarantee Required**Taxes:** included[Back to map](#)[Select hotel](#)



Trip Itinerary

Mon, 9 Mar - Wed, 11 Mar

Mon 9 Mar



Trip Starts

Mon 9
Wed 11



Travelodge Heathrow Terminal 5 (2 nights)

£31.99
(Per night)



Wed 11 Mar



Trip Ends

Change Hotel

Remove

2 NIGHTS
9 March - 11 March

PUBLIC
[Change Room/Rate](#)

£63.98

Travelodge Heathrow Terminal 5

Calder Way, Horton Road Colnbrook, slough SI30at, united Kingdom [Details](#)
3.8km (Estimated distance)

ROOM / RATE

Bar Flexible Rate Standard Accessible King Or Twin Max Occupancy 2 Adults

[Rate details](#) [Change Room/Rate](#)

£31.99*
Per night

Guarantee: Guarantee Required

Taxes: included

* The nightly rate changes during your stay. Price shown is based on the rate of the first night.

New trip

Book

Save

Share Trip

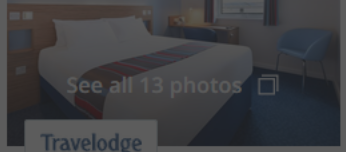
ADD SERVICE



BOOKABLE JOURNEY COST £63.98

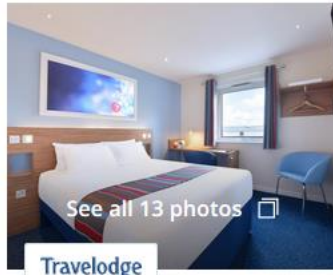
Hotel £63.98

Klicka på någon av ikonerna till höger för att lägga till ytterligare segment till din resplan (t.ex. flyg, hyrbil, etc.).



See all 13 photos

Travelodge



Travelodge Heathrow Terminal 5

Calder Way, Horton Road Colnbrook, slough SI30at, united Kingdom [Details](#)
3.8km (Estimated distance)

ROOM / RATE

Bar Flexible Rate Standard Accessible King Or Twin Max Occupancy 2 Adults

[Rate details](#) [Change Room/Rate](#)

£31.99

Per night

Guarantee: Guarantee Required

Taxes: included

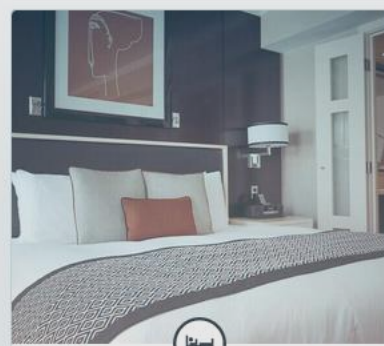
* The nightly rate changes during your stay. Price shown is based on the rate of the first night.

Learn More About [Hotel](#)

Are you ready to book? Do you need **another service?**



Add a flight/train



Add a hotel



Add a car rental

... eller lägg till genom att klicka på någon av bilderna längst ned på sidan.

Trip Itinerary

Mon, 9 Mar - Wed, 11 Mar

Mon 9 Mar



Trip Starts

Mon 9
Wed 11

Travelodge Heathrow Terminal 5 (2 nights)

£31.99
(Per night)

Wed 11 Mar



Trip Ends

Change Hotel

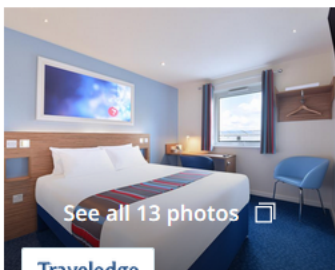


Hotel

COMPLIANT

2 NIGHTS
9 March - 11 MarchPUBLIC
[Change Room/Rate](#)

£63.98



See all 13 photos

Travelodge

Travelodge Heathrow Terminal 5

Calder Way, Horton Road Colnbrook, slough SI30at, united Kingdom [Details](#)
3.8km (Estimated distance)

ROOM / RATE

Bar Flexible Rate Standard Accessible King Or Twin Max Occupancy 2 Adults

[Rate details](#) [Change Room/Rate](#)£31.99*
Per night**Guarantee:** Guarantee Required**Taxes:** included

* The nightly rate changes during your stay. Price shown is based on the rate of the first night.

Ångrar du ditt val
av hotell?Önskar du se
sökresultaten igen
och välja något
annat hotell klicka
på "Ändra hotell".

New trip

Book

Save

Share Trip

ADD SERVICE

Remove

NEE COST £63.98

Hotel £63.98



Trip Itinerary

Mon, 9 Mar - Wed, 11 Mar

Mon 9 Mar



Trip Starts

Mon 9
Wed 11



Travelodge Heathrow Terminal 5 (2 nights)

£31.99
(Per night)



Wed 11 Mar



Trip Ends

New trip

Book



Save



Share Trip

ADD SERVICE



BOOKABLE JOUR-
NEY COST

£63.98

Hotel

£63.98

Change Hotel

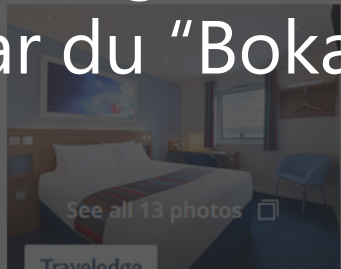
Remove

2 NIGHTS
9 March - 11 March

PUBLIC
Change Room/Rate

£63.98

Eller om du är
nöjd med ditt val
och vill slutföra
bokningen så
klickar du "Boka".



See all 13 photos

Travelodge

Travelodge Heathrow Terminal 5

Calder Way, Horton Road Colnbrook, slough SI30at, united Kingdom [Details](#)
3.8km (Estimated distance)

ROOM / RATE

Bar Flexible Rate Standard Accessible King Or Twin Max Occupancy 2 Adults

[Rate details](#) [Change Room/Rate](#)

£31.99*
Per night

Guarantee: Guarantee Required

Taxes: included

* The nightly rate changes during your stay. Price shown is based on the rate of the first night.

DON'T *do business* **WITHOUT IT**™

Thank you



**GLOBAL
BUSINESS
TRAVEL**