



GLOBAL
BUSINESS
TRAVEL



Hvordan bestille som Arrangør/reisebestiller 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

Arranged travellers

Name:

Search

	Last Name	First Name	Company	Employee Number	Business e-mail	
Mr	Black	Ollie	ZZZ Neo Training (DO NOT TOUCH)			Select
Mr	Do	John	ZZZ Neo Training (DO NOT TOUCH)			Select
Mr	Duchateau	Caroline	ZZZ Neo Training (DO NOT TOUCH)			Select
Mr	Thomas	Dumoulin	ZZZ Neo Training (DO NOT TOUCH)		tdumoulin@entreprise.com	Select
Mr	Watson	Sherlock	ZZZ Neo Training (DO NOT TOUCH)			Edit Profile
Mr	Wolf	Rudiger	ZZZ Neo Training (DO NOT TOUCH)			Select

Mr Sherlock Watson

Edit your
own profile

You can remove travellers from this list if they are linked directly to you.

It is not possible to remove travellers belonging to an entire company that you fully manage.

Powered by 

Du kan søke
på den
ansattes
etternavn.

Arranged travellers

Name: Search

	Last Name	First Name	Company	Employee Number	Business e-mail	
Mr	Black	Ollie	ZZZ Neo Training (DO NOT TOUCH)			Select
Mr	Do	John	ZZZ Neo Training (DO NOT TOUCH)			Select
Mr	Duchateau	Caroline	ZZZ Neo Training (DO NOT TOUCH)			Select
Mr	Thomas	Dumoulin	ZZZ Neo Training (DO NOT TOUCH)		tdumoulin@entreprise.com	Select
Mr	Watson	Sherlock	ZZZ Neo Training (DO NOT TOUCH)			Edit Profile
Mr	Wolf	Rudiger	ZZZ Neo Training (DO NOT TOUCH)			Select

Velg den ansatte som du vil bestille reiser for eller administrere reiseregninger for ved å klikke på "Velg".

Arranged travellers

Name:		<button>Search</button>				
	Last Name	First Name	Company	Employee Number	Business e-mail	
Mr	Black	Ollie	ZZZ Neo Training (DO NOT TOUCH)			<button>Select</button>
Mr	Do	John	ZZZ Neo Training (DO NOT TOUCH)			<button>Edit Profile</button>
Mr	Duchateau	Caroline	ZZZ Neo Training (DO NOT TOUCH)			<button>Select</button>
Mr	Thomas	Dumoulin	ZZZ Neo Training (DO NOT TOUCH)		tdumoulin@entreprise.com	<button>Select</button>
Mr	Watson	Sherlock	ZZZ Neo Training (DO NOT TOUCH)			<button>Select</button>
Mr	Wolf	Rudiger	ZZZ Neo Training (DO NOT TOUCH)			<button>Select</button>

Mr Sherlock Watson

Edit your own profile

You can remove travellers from this list if they are linked directly to you.
It is not possible to remove travellers belonging to an entity that you fully arrange.

Powered by 

Velg fliken
"Hjem" for å
begynne
bestillingen
eller håndtere
reiseregningen
for valgt
ansatt.



ARRANGER

List of Employees

TRAVEL

New Trip

EXPENSE

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List of Trips

John Do

no trip requiring your action

New Expense Report

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All Travellers

no trip requiring your action

List of Expense
Reports

YOUR
LOGO

Click here to update your
profile

Kontroller at du
har valgt
korrekt ansatt

– Den ansattes
navn vises alltid
øverst til høyre
på navigasjons-
linjen



ARRANGER



List of Employees

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Du kan nå
bastille nye
reiser eller
kopiere/se på
tidligere reiser
for valgt ansatt.



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De reiseregningene du lager eller ser på gjelder også alltid for den ansatte du har valgt.



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New Trip

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no trip requiring your action

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no trip requiring your action

New Expense Report

List of Expense
Reports

JD

Mr John Do

[Edit profile](#)

[Stop managing](#)

SW

Mr Sherlock Watson

[View profile](#)

[Manage other user](#)

[Log out](#)

ARRANGER


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[Edit profile](#) [Stop managing](#)

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Manage other user

Log out

Eller klikk på
"Administrere
andre brukere"
for å velge en
annen ansatt.

DON'T *do business* **WITHOUT IT**™

Thank you



**GLOBAL
BUSINESS
TRAVEL**