



GLOBAL  
BUSINESS  
TRAVEL



# HUR DU BOKAR SOM RESEBESTÄLLARE

## 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  
"Lista över resenärer".



### Arranged travellers

Name:

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

Mr Sherlock Watson

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.

Du kan söka efter resenärens efternamn.

Powered by neo

## Arranged travellers

Name:  [Search](#)

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

Mr Sherlock Watson

[Edit your own profile](#)

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Powered by neo

Välj den resenär som du vill boka resor för alternativt administrera reseräkningar för genom att klicka "Välj".



### Arranged travellers

Name:  [Search](#)

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

Mr Sherlock Watson

[Edit your own profile](#)

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Välj fliken "Hem" för att påbörja bokning eller hantera reseräkningar för vald resenär.





ARRANGER

List of Employees

TRAVEL

New Trip

EXPENSE

Auto Create a Report  
no pending expenses

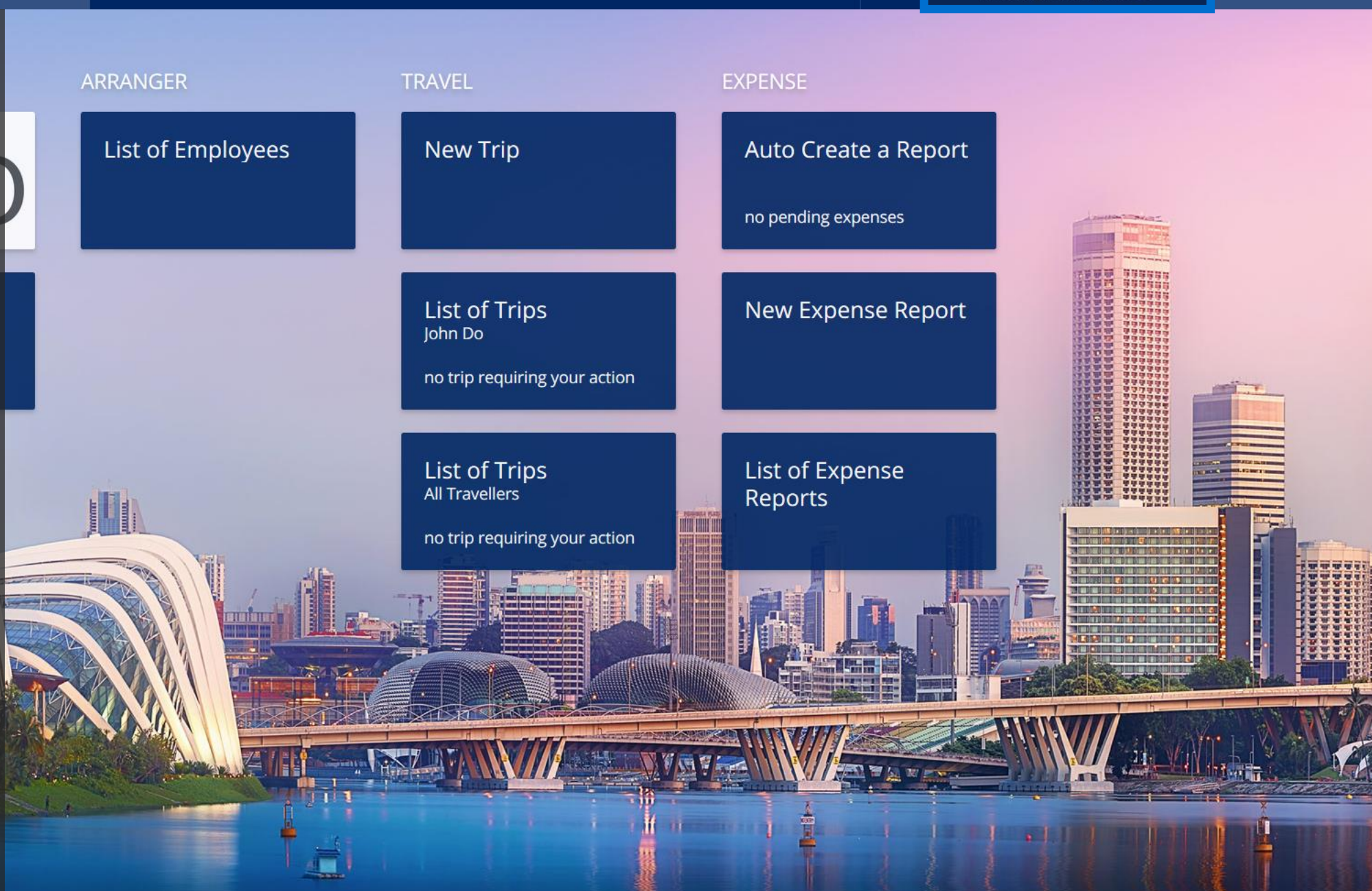
List of Trips  
John Do  
no trip requiring your action

New Expense Report

List of Trips  
All Travellers  
no trip requiring your action

List of Expense Reports

YOUR LOGO  
Kontrollera att du har valt rätt resenär – resenärens namn visas alltid högst upp till höger i toppnavigeringen.







ARRANGER



Click here to update your profile

List of Employees

TRAVEL

New Trip

List of Trips  
John Do  
no trip requiring your action

List of Trips  
All Travellers  
no trip requiring your action

EXPENSE

Auto Create a Report  
no pending expenses

New Expense Report

List of Expense Reports

Du kan nu boka nya resor eller kopiera/titta på tidigare resor för vald resenär.



ARRANGER

List of Employees

TRAVEL

New Trip

List of Trips  
John Do  
no trip requiring your action

List of Trips  
All Travellers  
no trip requiring your action

EXPENSE

Auto Create a Report  
no pending expenses

New Expense Report

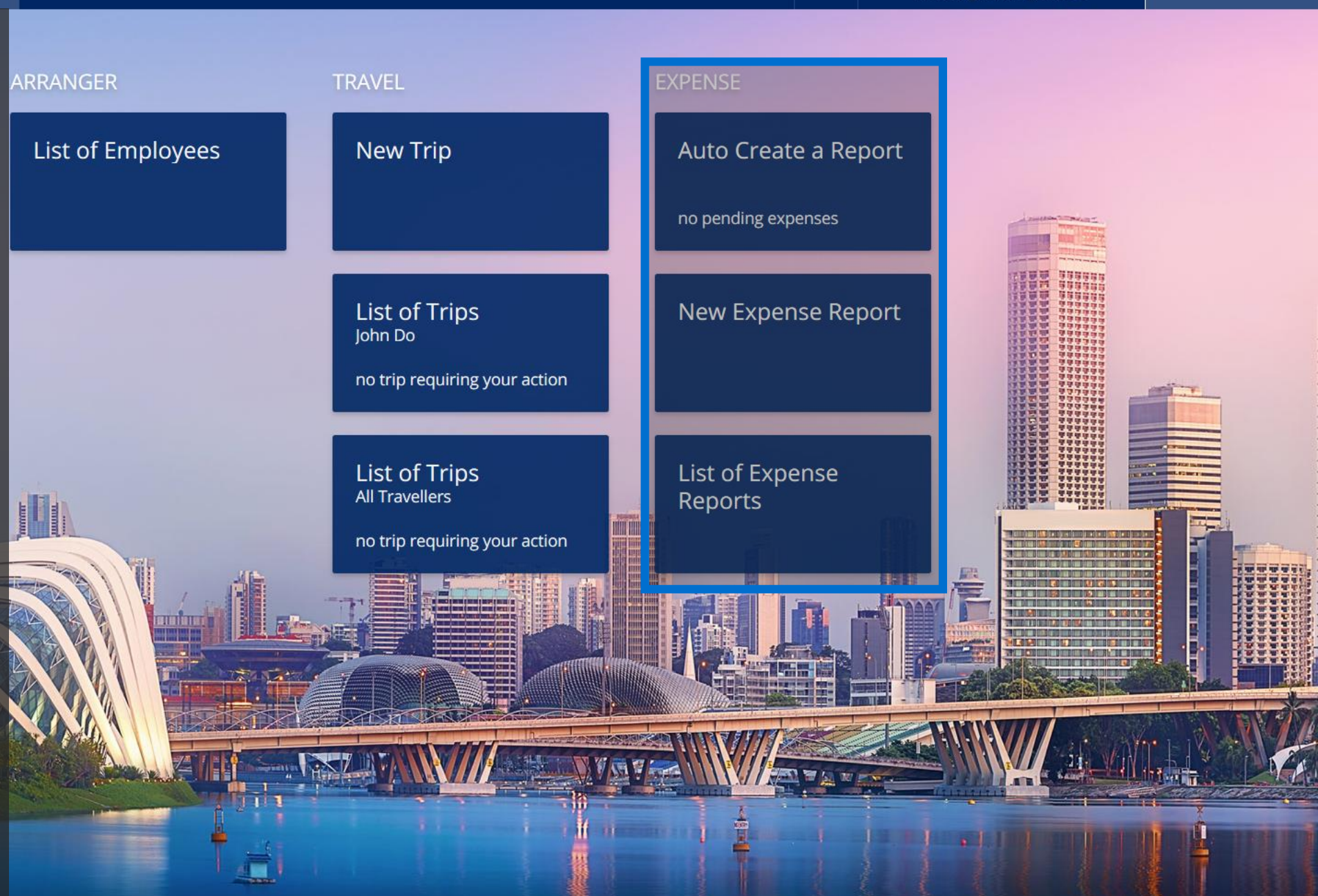
List of Expense Reports

YOUR  
**LOGO**

De

Click here to update your

reseräkningar  
du skapar eller  
tittar på gäller  
också alltid för  
den resenär du  
har valt.







ARRANGER

List of Employees

TRAVEL

New Trip

List of Trips  
John Do  
no trip requiring your action

List of Trips  
All Travellers  
no trip requiring your action

EXPENSE

New Expense Report

List of Expense Reports

JD Mr John Do  
[Edit profile](#) [Stop managing](#)

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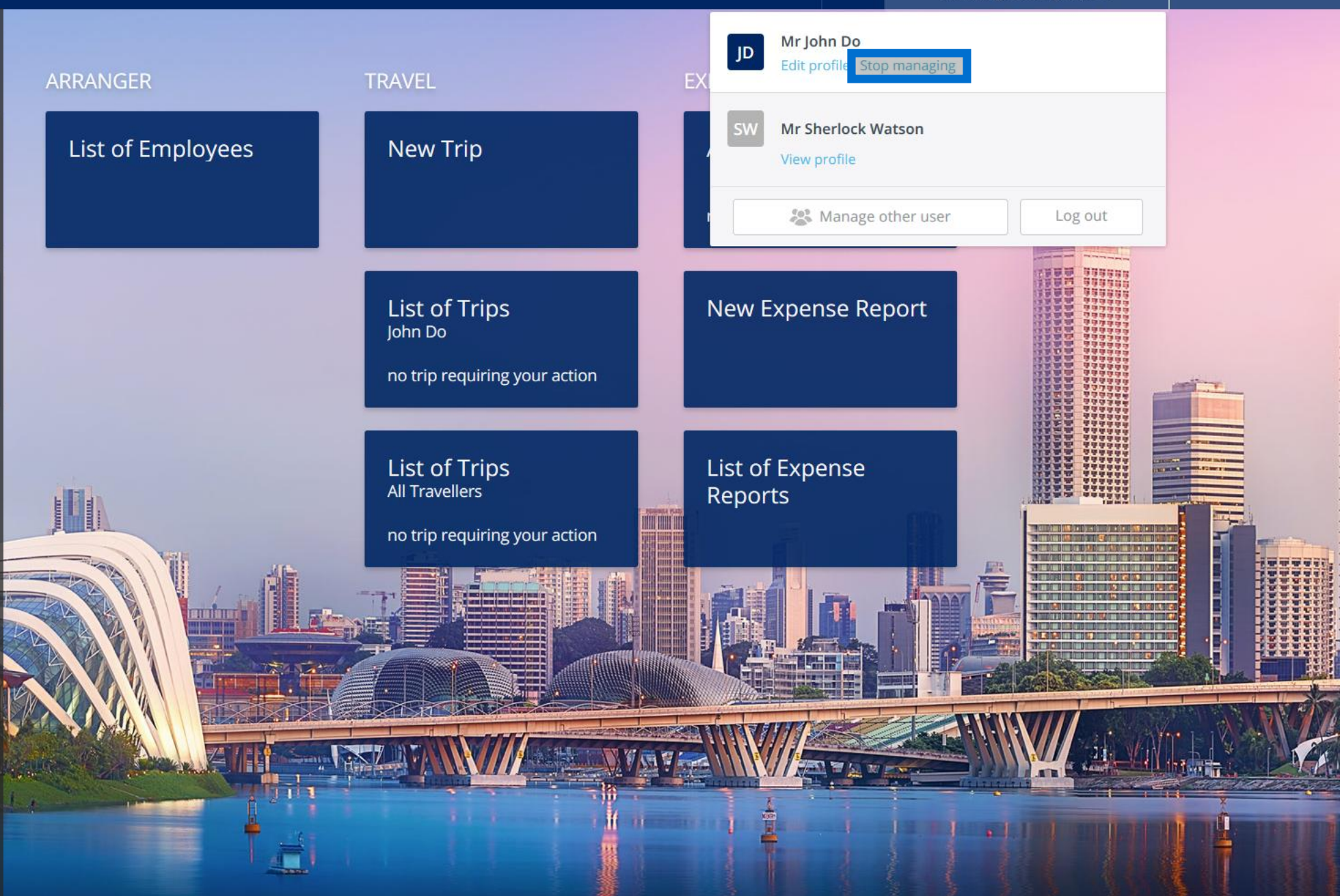
SW Mr Sherlock Watson  
[View profile](#)

[Manage other user](#) [Log out](#)

YOUR

Klicka på namnet  
 högst upp till  
 höger i topp-  
 navigeringen  
 och sedan "Sluta  
 administrera"  
 om du vill boka  
 åt dig själv eller  
 välja någon  
 annan resenär.

[Click here to update your profile](#)







ARRANGER

List of Employees

TRAVEL

New Trip

List of Trips  
John Do  
no trip requiring your action

List of Trips  
All Travellers  
no trip requiring your action

EXPENSE

New Expense Report

List of Expense Reports

**JD** Mr John Do  
[Edit profile](#) [Stop managing](#)

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**SW** Mr Sherlock Watson  
[View profile](#)

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Manage other user

[Log out](#)

YOUR LOGO

Click here to update your profile  
Eller klicka på "Administrera andra användare" för att välja en annan resenär.



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

Thank you



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TRAVEL**