

AMEX GBT
Neo

How to Use the arranger interface

Neo User Guides



GBT Travel Services UK Limited (GBT UK) et ses sous-titulaires de licence autorisés (y compris Ovation Travel Group et Egencia) utilisent certaines marques déposées et marques de service d'American Express Company ou de ses filiales (American Express) dans les marques « American Express Global Business Travel » et « American Express GBT Meetings & Events » et dans le cadre de ses activités pour des utilisations autorisées uniquement en vertu d'une licence limitée d'American Express (Marques sous licence). Les Marques sous licence sont des marques déposées ou des marques de service et la propriété d'American Express. GBT UK est une filiale de Global Business Travel Group, Inc. (NYSE: GBTG). American Express détient une participation minoritaire dans GBTG, qui opère en tant que société distincte d'American Express.

ARRANGER

Profile

Neo user profile

Users you manage

TRAVEL

Create trip

Trip list
Traveler Test2Trip list
All Travelers

New Mission Order

NEO ADMIN

Admin Suite

Select
“Users you
manage”.

Arranged travelers

Name:

	Last name	First name	Company	Employee number	Business e-mail	
MR	Test	John	ZZZ		clzm.mm@gmail.com	Edit profile
Ms	Andrée	Traveler	ZZZ			<input type="button" value="Select"/> <input type="button" value="Remove"/>
Ms	Test2	Jane	ZZZ			<input type="button" value="Select"/> <input type="button" value="Remove"/>
Mr	Test2	Traveler	ZZZ			<input type="button" value="Select"/> <input type="button" value="Remove"/>
Mr	TestTraveler3	George	ZZZ			<input type="button" value="Select"/> <input type="button" value="Remove"/>

Mr John Test

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

You can
search
travellers by
name.



Arranged travelers

Search

Last name

First name

Company

Employee number

Business e-mail

Edit profile

John

ZZZ

clzm.mm@gmail.com

Select

Remove

Traveler

ZZZ

Select

Remove

Jane

ZZZ

Select

Remove

Traveler

ZZZ

Select

Remove

George

ZZZ

Mr John Test

Edit your
own profile

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

It is not possible to remove travelers belonging to an entity that you fully arrange.

Powered by Neo

Select the traveller you want to manage travel or expense for, by clicking "Select".

Click on the top right of the screen and select “Stop managing” if you want to now use Neo for yourself.

ARRANGER

Users you manage

TRAVEL

Create trip

Trip list
Traveler Test2Trip list
All Travelers

New Mission Order

TT

Mr Traveler Test2

Edit profile Stop managing

JT

Mr John Test

View profile



Manage other user

Log out

Click on the top right of the screen and select “Stop managing” if you want to now use Neo for yourself.

ARRANGER

Users you manage

TRAVEL

Create trip

TT

Mr Traveler Test2

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

JT

Mr John Test

[View profile](#)[Manage other user](#)[Log out](#)Trip list
Traveler Test2Trip list
All Travelers

New Mission Order

Travel and Expense. Simplified.