

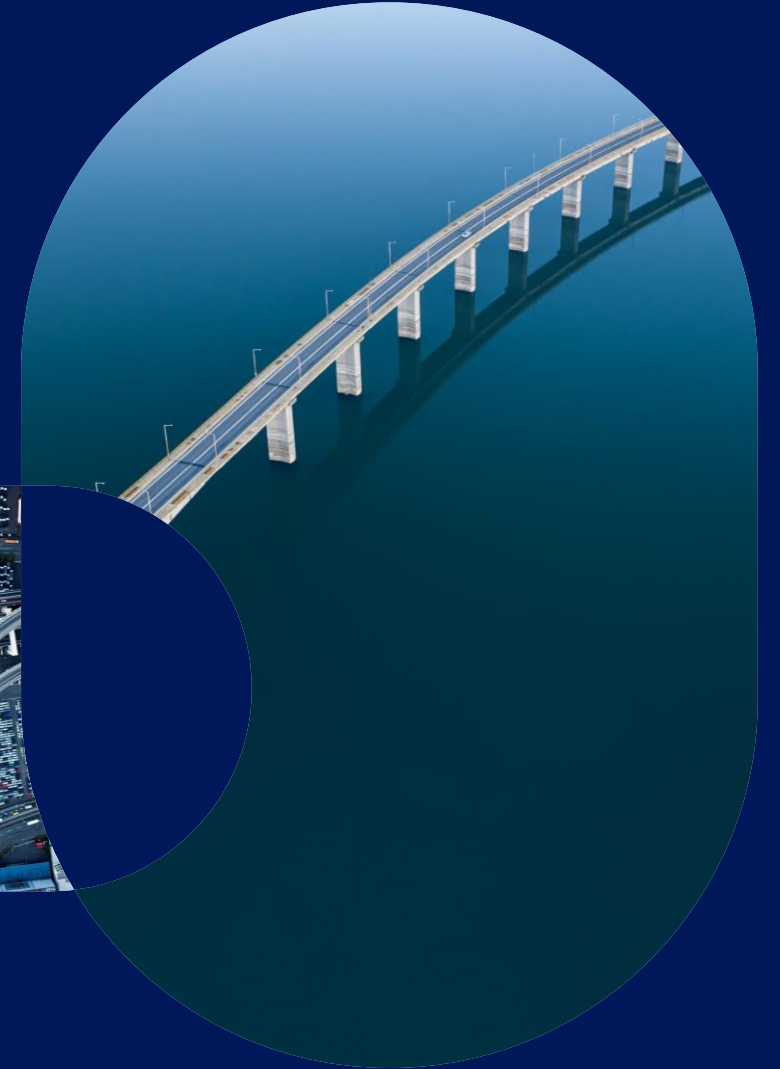


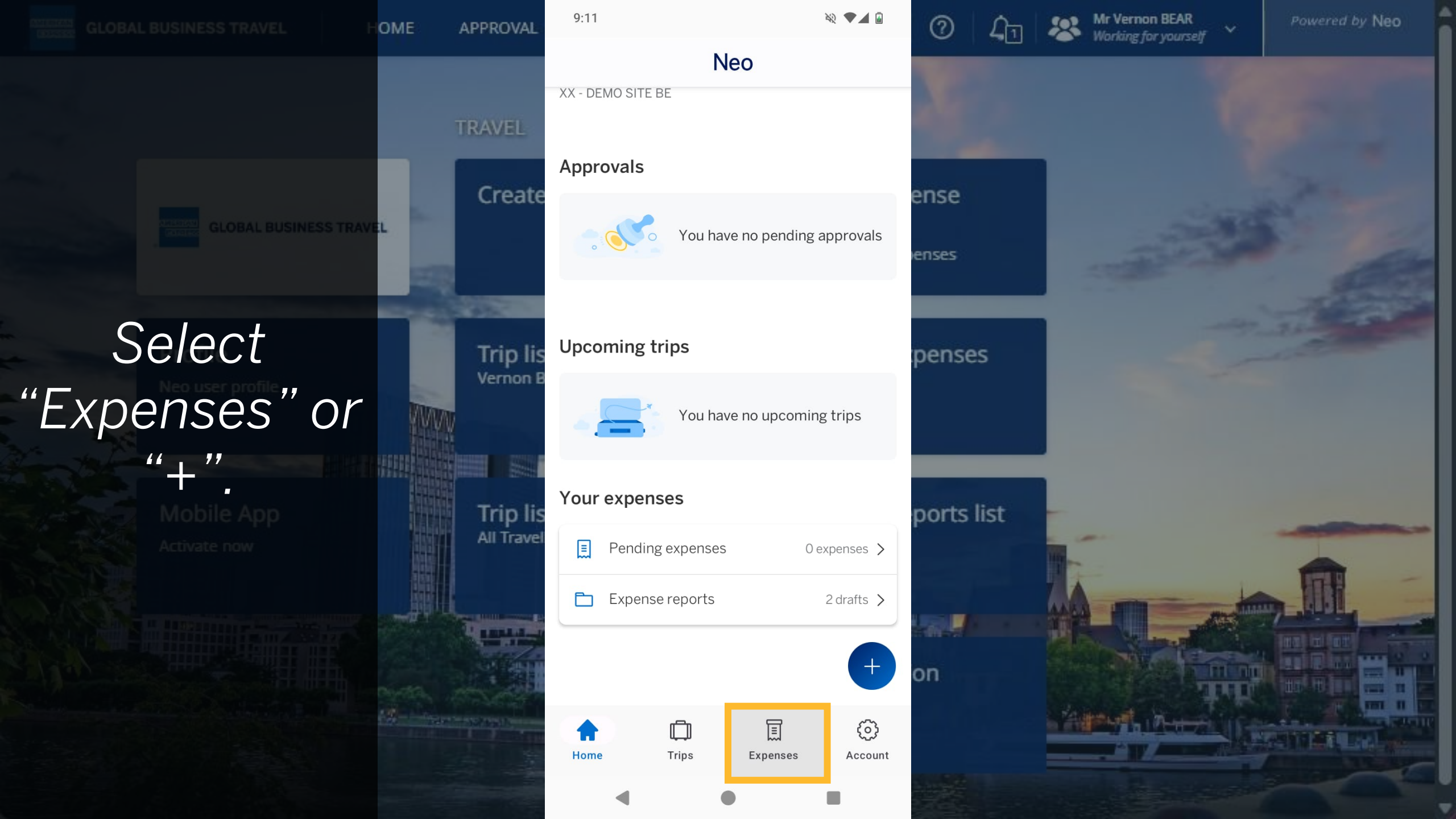
GLOBAL
BUSINESS
TRAVEL

Step-by-Step

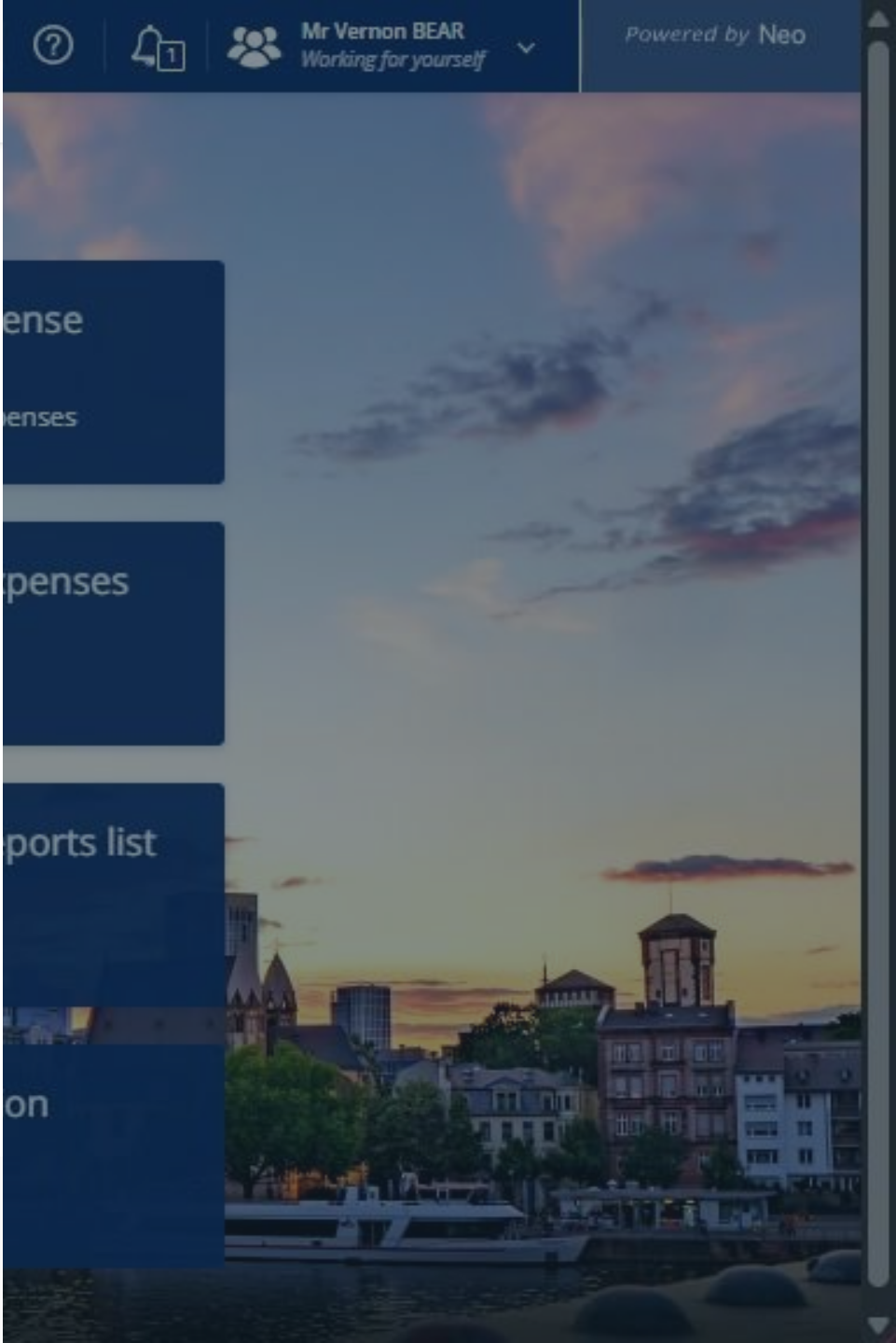
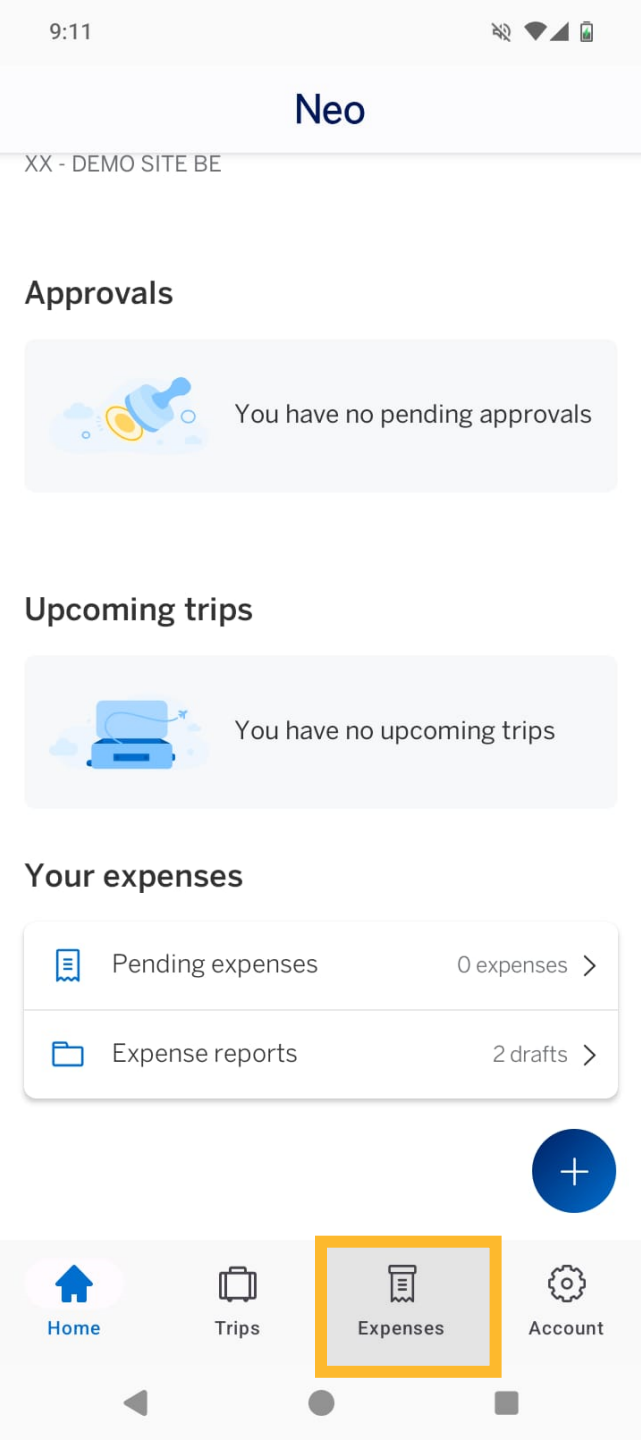
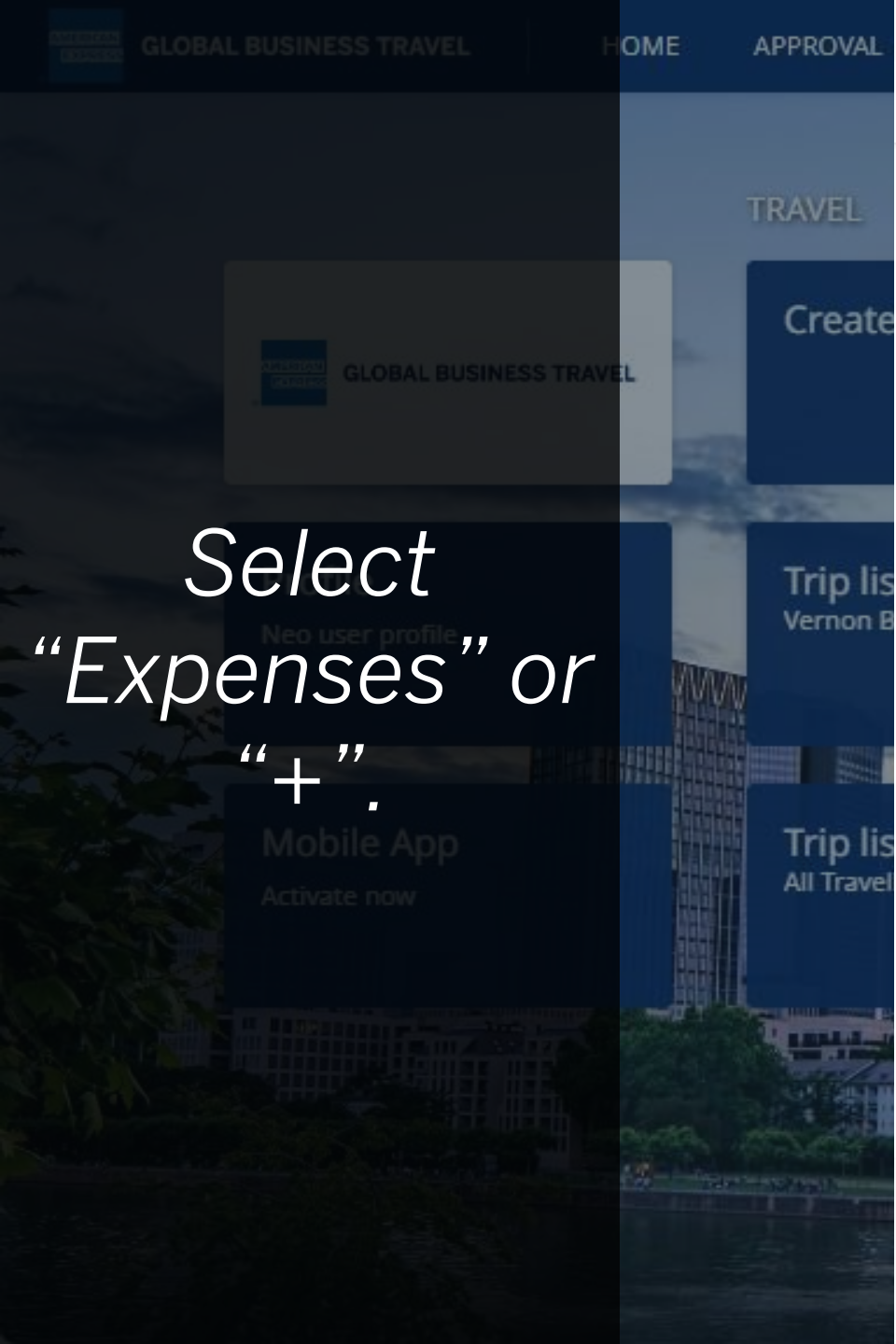
How to create an expense report on mobile

Neo User Guides





Select
“Expenses” or
“+”.



Customise the expense report name and if needed, the reason for the expense (a short explanation for your supervisor).

9:08

GLOBAL BUSINESS TRAVEL

HOME APPROVAL

TRAVEL

Create expense report

Expense report name

May 2025

* Required field

Reason for expense

Business trip with client

Confirm

Home Trips Expenses Account

Mr Vernon BEAR
Working for yourself

Powered by Neo

Select
“Confirm”

9:08

Create expense report

Expense report name

May 2025

* Required field

Reason for expense

Business trip with client

Confirm

Home

Trips

Expenses

Account

*You will find
your Expense
Report
created. To
add an
expense line,
click on the
Expense
Report*

9:36

1

Mr Vernon BEAR

Working for yourself

Powered by Neo

Pending expenses

Expense reports

May 2025

853031

Submitted

18.45 EUR

février 2025

799873

Draft

0.00 EUR

Off-site travel 2025

794967

Draft

0.00 EUR

Reimbursable

12.00 EUR

Reported

February 2025

794968

Submitted

72.17 EUR

Reimbursable

78.17 EUR

Reported

January 2025 (2)

785068

Submitted

75.04 EUR

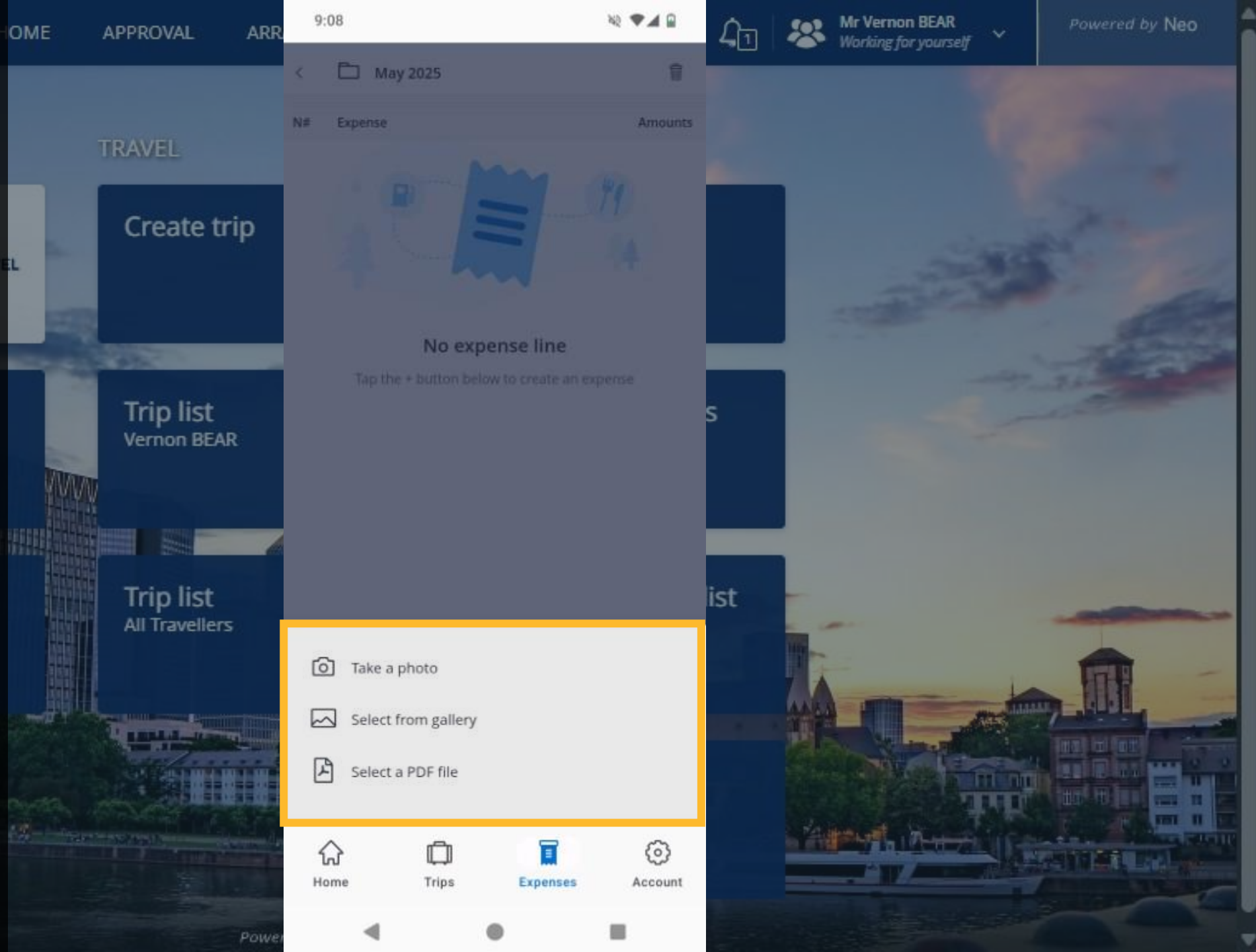
Home

Trips

Expenses

Account

*You can now
either take a
photo of your
receipt, select
from the
gallery or add
a PDF file*



The image is a collage of three distinct visual elements. On the left, a dark, semi-transparent overlay of a mobile application interface for 'GLOBAL BUSINESS TRAVEL' is shown. The interface includes a top navigation bar with 'HOME', 'APPROVAL', and 'ARR' (partially visible). Below this, a 'TRAVEL' section contains a 'Create trip' button. Further down, there are two 'Trip list' sections: one for 'Vernon BEAR' and another for 'All Travellers'. A 'Mobile App' section with an 'Activate now' button is also visible. In the center, a photograph of a receipt from 'THE MONTAG CLUB' is displayed. The receipt includes a logo placeholder, a date of '10-04-18', and a list of items with prices. The total amount is € 18,45. At the bottom of the receipt, there is a barcode and the text '1025362050355000'. On the right, a vibrant photograph of a cityscape at sunset is shown. The sky is filled with orange and pink clouds, and the city buildings are silhouetted against the horizon. A body of water is visible in the foreground.

Some information will be automatically populated for the expense line.

If not, it is possible to manually enter the missing data.

You can also add a note for your supervisor.

9:09

Expense line

1 LUNCH € 15,00

AUTHORIZATION: JEP

APPROVAL CODE: JEC

PAYMENT ID: SPANISH

CARD READER: CHIP

Subtotal: € 15,00

Tax: € 3,45

Total: € 18,45

☐ VAT on Receipt

Lunch

Expense type scanned

Required

Location
Madrid (MAD), Madrid, Madrid, Spain

Date
05/05/2025 12 : 00

Confirm and new

Confirm

Home

Trips

Expenses

Account

9:09

Expense line

Required

Location
Madrid (MAD), Madrid, Madrid, Spain

Date
05/05/2025 12 : 00

Amount
18.45 EUR

Reason for Expense

Payment method

Comments
New comment (2000 characters left)

Confirm and new

Confirm

Home

Trips

Expenses

Account



Once the information is added, select either “Confirm” or “Confirm and new” (useful if there are several receipts).


9:09

Expense line

1	LUNCH	€ 15,00
AUTHORIZATION: DEP		
APPROVAL CODE: REC		
PAYMENT ID: 000000		
CARD READER: CHOP		
Subtotal		€ 15,00
Tax		€ 3,45
Total		€ 18,45


☐ VAT on Receipt


 Lunch 

 Expense type scanned



Required


Location


Madrid (MAD), Madrid, Madrid, Spain 





 Location scanned

Date

05/05/2025  12 : 00 

 Date Time scanned

Confirm and new 

 Home  Trips  Expenses  Account

*Your expense line
will now be added
in the Expense
Report*






9:09

< May 2025

Reported amount 18.45 EUR Draft

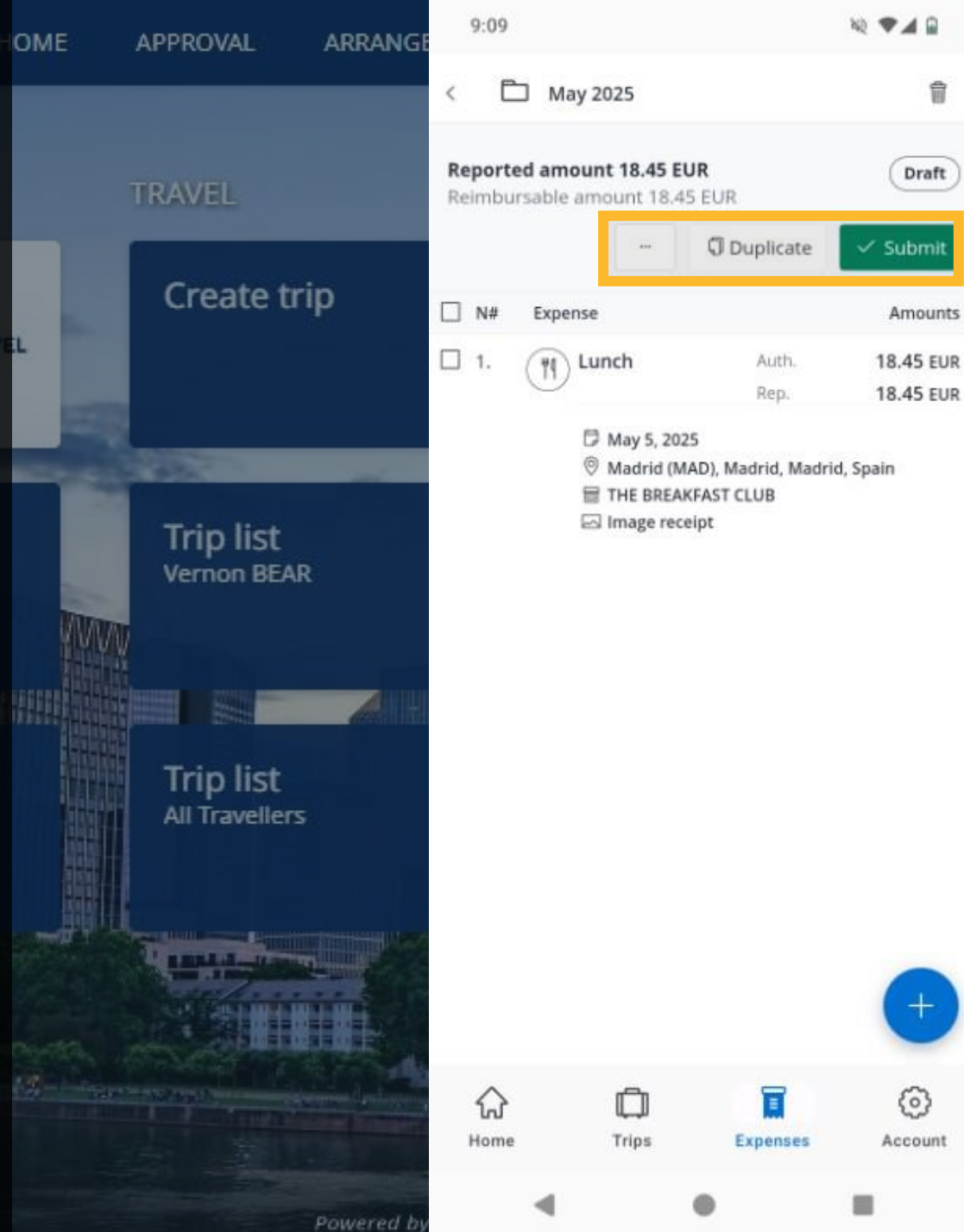
Reimbursable amount 18.45 EUR

... Duplicate Submit

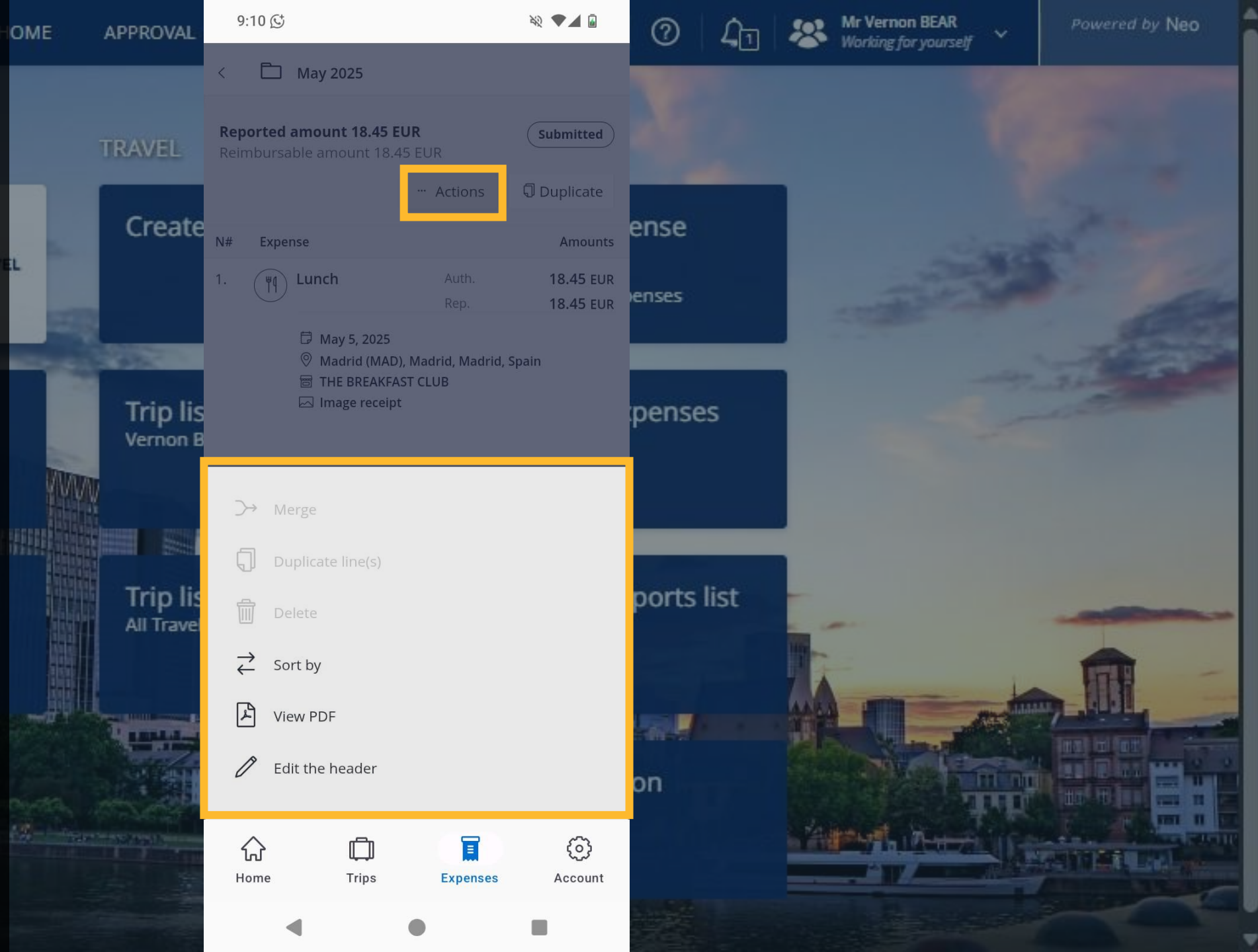
<input type="checkbox"/>	N#	Expense	Auth.	Amounts
<input type="checkbox"/>	1.	 Lunch		18.45 EUR
			Rep.	18.45 EUR
		 May 5, 2025		
		 Madrid (MAD), Madrid, Madrid, Spain		
		 THE BREAKFAST CLUB		
		 Image receipt		

Home Trips Expenses Account

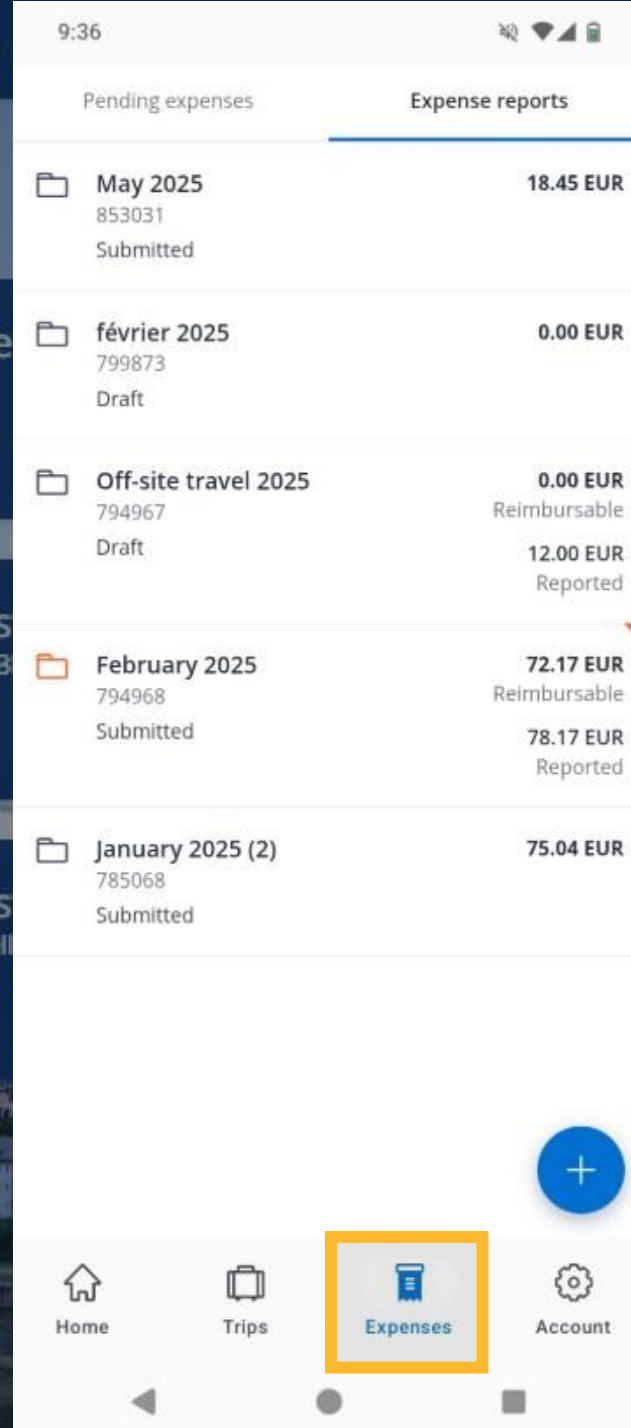
If you don't have anything to add and the information on the expense line is correct, you can now submit your expense line. You can also duplicate this expense line, and you have even more options under "..."



Once submitted, you can click “... Actions” where you can then: sort your expense lines, view the PDF of your expense report, or edit the header (name) of your expense report.



You will find your submitted and draft expense reports again by clicking on Expenses.



If there are any anomalies with your expense report, it will be highlighted.

9:36

Pending expenses

Expense reports

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Home

Trips

Expenses

Account



Travel and Expense. Simplified.

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**GLOBAL
BUSINESS
TRAVEL**