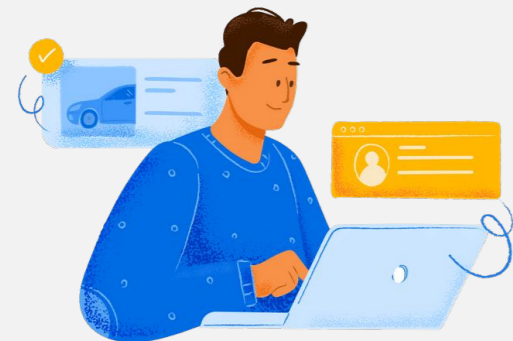# Booking.com for Business Starter Kit

Booking.com business

Welcome to Booking.com for Business

Here you'll find all the information you need to start using your new Booking.com for Business account. Choose your role below to find the relevant information for you.

Administrator

Learn more about the administrator role

Add your company details   Add your colleagues

Roles   Paying for travel   Setting hotel budgets   My profile

Get to know the Dashboard

Commuter, traveller or arranger

Learn more about the commuter, traveller or arranger role

My profile   Roles

Get to know the Dashboard

▸ We'd love to hear your thoughts on how we can improve this Starter Kit. If you have any feedback, please submit your feedback here.

Administration Dashboard

From here you can add company details, payment details, employee profiles and travel policies.

Add company details

Get started by adding your company's details and legal information. This will be submitted to the travel service suppliers for invoicing purposes.

Invoices are provided by the travel service supplier. You can read more about it at 'How can I get my invoice?'

Add your colleagues

You can create profiles for your team by manually entering their details or by uploading a spreadsheet. This is a good option if you want to configure each user's permissions/role from the beginning.

You will need to know their name as shown on their passport. A welcome email will also be sent to everyone that is added to let them know how to login and create their password.

Find out more in the 'How do I add people?' article.
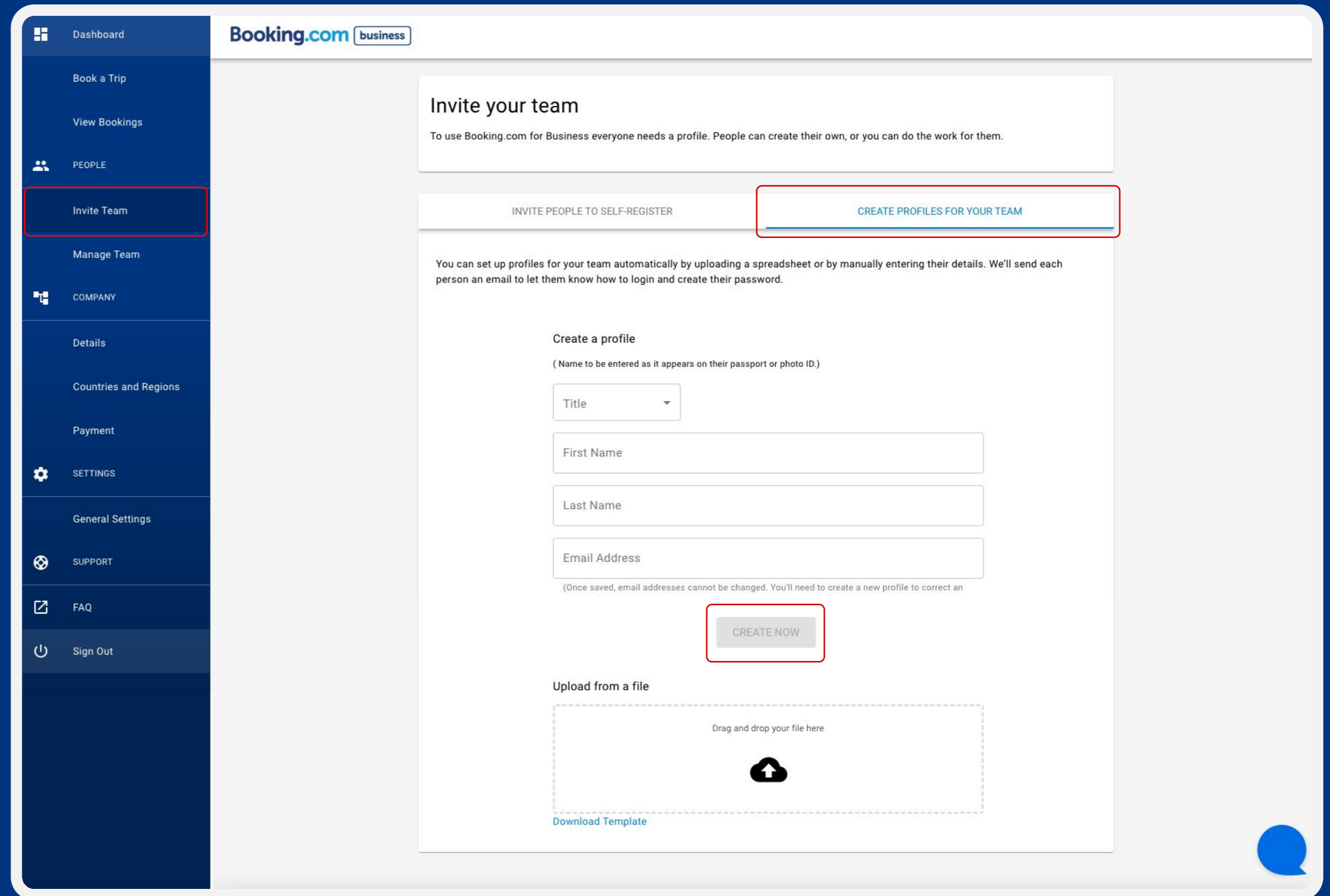
Roles

Everyone who accesses Booking.com for Business has a role that determines what they can do. For example, some people can make bookings, whereas others may not be able to.

Commuter

You can update your profile and view your itineraries, but cannot make or change your own bookings.

Traveller

You can update your profile and view your itineraries. You can also make and change your own bookings.

This is the default role.

Arranger

You can make bookings for anyone in the company, including 'Guest traveller'* bookings. You can see all bookings that have been made for anyone in the company.

Administrator

You can do everything that the other roles can, plus you can update profiles and the company settings. We advise having two administrators, but there must always be at least one.

	Commuter	Traveller	Arranger	Administrator
Travel	✓	✓	✓	✓
Update your profile	✓	✓	✓	✓
Make and change bookings for yourself		✓	✓	✓
View bookings for everyone			✓	✓
Make bookings and changes for everyone			✓	✓
Create profiles and invite people to register				✓
View and update anyone's profile				✓
Set rules and budgets for everyone in the company				✓

* Guest traveller: A guest traveller is someone who does not have a profile within your business account and you would like to make a reservation for.

Paying for travel

Add credit cards to allow your travellers to pay for their trips. You can add a company credit card (used by all travellers) or a personal credit card.

You can have up to 4 credit cards saved and are able to pay for each segment of a trip (flights, accommodation, transport) with a different card.

Dashboard

Book a Trip

View Bookings

PEOPLE

Invite Team

Manage Team

COMPANY

Details

Countries and Regions

Payment

SETTINGS

General Settings

SUPPORT

FAQ

Sign Out

Booking.com business

Paying for travel

You don't have to store a credit card to use the service but it's much easier if you do. You can add up to four credit cards here that users can choose from when making a travel booking. Note that users will not see full card details you enter here, only enough to allow them to choose the right card. Your team members can also save credit cards to their own profiles, either for individual use or for Arrangers to apply to bookings they are making. They can also enter one manually at the time of booking.

+ ADD CARD

⚠
No cards added

Add a card

AMERICAN EXPRESS | MasterCard | Diners Club | AirPlus INTERNATIONAL | VISA | UATP

Card Number

Cardholder Name

Month
01

Year
2023

☑ ✈ ☑ 🏢 ☑ 🚗 ☑ 🚕

CANCEL   SAVE

Setting hotel budgets

Set hotel budgets for different countries and currencies, giving your travellers a clear understanding of their spending limits right from the start. Your travellers will still have the flexibility to view and select from all available options, while being notified in real-time if their choice exceeds the set budget.

Find out more in the 'How can I create hotel budgets?' article.

My Profile

Add your personal information, loyalty, preferences, payment methods and more.

You're all set! Now let's get you familiar with the Dashboard.

Booking.com business

Good morning, Dan

Switch to personal   🇬🇧 UK (EN)

Dashboard
Bookings
Profiles

🛏 Stays   ✈ Flights   🚗 Rental cars

Where are you going?   Check-in   Check-out   👤 1 adult • 1 room   **Search**

☑ I'm travelling for work

Bookings   View all 12 bookings

✈ New York JFK → San Francisco SFO   18 Feb – 23 Feb   B
Return trip 🇺🇸   In progress

🚗 Economy Suzuki Swift or similar   11 Apr – 13 Apr   B
Pick up & Drop off • Los Angeles, CA 🇺🇸   In 51 days

Spend overview ⓘ   **Traveller activity map**

Show spend by
Travel date   All (1)   In progress (0)

Travelled   🔍 Search by traveller
$1,830   Russia
Upcoming   Incheon 🇰🇷   1
$1,503   Mongolia
                                         Seoul 🇰🇷   2   China
                                                                       South Korea
                                         Busan 🇰🇷   2   Hi! Can I help you today?
                                                                       Thailand

FEEDBACK

Administration
Help Centre

Terms   Privacy

Powered by zeno

*Dashboard may vary.

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1 Search

Here you can start a search when planning your next trip. Choose from accommodation, flights and rental cars.

2 Bookings

Here you can view and manage your bookings. You can also access all bookings by clicking 'Bookings' in the menu list on the left of the screen.

3 Manage account

Click the icon at the top right to access your personal account settings like country, currency, and language. Update your profile or log out from here.

4 Administration

Admins can modify settings, add company cards, set booking rules, invite and manage users. Access help easily here too.

5 Profiles

This is where you can manage all existing profiles.

6 Spend overview

You can see company spend for all booking types by date.

7 Traveller activity map

Admins can see in-progress and upcoming trips of all travellers in the company, including the number of people in each location.

8 Chatbot

Booking.com for Business chatbot provides guidance and information.

Commuter, traveller or arranger profile

Learn how to set your profile and get ready to start booking.

My Profile

Add your personal information, memberships, preferences, payment methods and more.

Booking.com business

UNITED STATES OF AMERICA - USD

Profile › Sarah

Dashboard

Bookings

SA   Miss Sarah   Active
United States - USA · Traveller

Account
Manage personal and corporate details

Travel documents
Manage Passports and Visas

Memberships
Manage frequent flyer memberships and other loyalty programs

Activity
View activity and history of changes on this account

My profile

Submit feedback

Privacy Settings   Terms

Powered by zeno

Roles

Here you can see what you can do within Booking.com for Business depending on your role.

Commuter

You can update your profile and view your itineraries, but cannot make or change your own bookings.

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	Commuter	Traveller	Arranger
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Make and change bookings for yourself		✓	✓
View bookings for everyone			✓
Make bookings and changes for everyone			✓

*Guest traveller: A guest traveller is someone who does not have a profile within your business account and you would like to make a reservation for.

Booking.com business

Switch to personal 🇬🇧 UK (EN)

Good morning, Dan

1

🛏 **Stays**   ✈ Flights   🚗 Rental cars

| Where are you going? | Check-in | Check-out | 👤 1 adult • 1 room ▾ | **Search** |

☑ I'm travelling for work

2 **Bookings**   View all 12 bookings

✈ **New York** JFK → **San Francisco** SFO   18 Feb – 23 Feb
Return trip 🇺🇸   In progress   **B**

🚗 **Economy Suzuki Swift** or similar   11 Apr – 13 Apr
Pick up & Drop off • Los Angeles, CA 🇺🇸   In 51 days   **B**

4 **Spend overview** ⓘ   **5** **Traveller activity map**

Show spend by
Travel date ▾   All (1)   In progress (0)

🔍 Search by traveller

Travelled
$1,830
Upcoming
$1,503

Incheon 🇰🇷   1
Seoul 🇰🇷   2
Busan 🇰🇷   2

6 🗙 Hi! Can I help you today?

Russia
Mongolia
China
South Korea
Thailand

FEEDBACK

🏠 Dashboard
💼 Bookings

❓ Help Centre
Terms Privacy
Powered by zeno

3

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1 Search
Here you can start a search when planning your next trip. Choose from accommodation, flights and rental cars.

2 Bookings
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3 Manage account
Click the icon at the top right to access your personal account settings like country, currency, and language. Update your profile or log out from here.

4 Spend overview
Monitor and track your spending effortlessly by type, date and more.

5 Traveler activity map
Visualise your travel destinations with ease.

6 Chatbot
This is the Booking.com for Business chatbot. It can provide you with guidance and information about how to best use the platform.

*Arranger dashboard view may vary.

You're ready to start booking!

If you're a **commuter, traveller or arranger**, the Starter Kit has shown you:

- My Profile
- The Dashboard
- What different roles can do

If you're an **administrator**, you've also seen how to:

- Add your company details
- Add your colleagues
- Set hotel budgets

Next steps?
Create a free account if you're a new user, or sign in if you already have an account.

Create an account   Sign in