Welcome to the new Booking.com for Business

We’ve created this guide to talk you through the main features of the Booking.com for Business tool for bookers.

While the new version of the tool looks very different for bookers, most of its features are the same. We’ve also added a few extras to make booking business travel simpler and faster.

What’s new?

- A unique interface for your business account so you can easily tell whether you’re booking for business or leisure.
- A personalised dashboard where you can see your upcoming bookings and search.
- Access to personalised reports so you can track your spend and compliance with our travel policy.
- Clearly see our favourite properties and saved addresses so you can easily find the right accommodation in the right place.

Let’s go into a bit more detail on what you can expect from the tool.
Dashboard

Your dashboard is your home on the tool. This is where you can start booking a new trip, see your previous searches and view favourite properties and saved addresses.

1. Here you can change your currency and language settings. Although you can browse properties in your preferred currency, payments may taken be in the property currency.

2. This is your account menu. When using the tool you will always in your business account. If you want to switch to your personal account you can do so here.

3. Here you can start searching for a new business trip. You can enter any destination, be that a city name, office address or station or airport name, the box is synchronised with Google Maps.

4. The budget box will be pre-filled based on which destination you search for. If you’ve set a destination budget, it will show here. If you haven’t got a budget for that destination it will default to your global travel budget.

5. ‘Your business filters’ is a selection of popular business filters you can opt to include in your search results.
**Bookings**

View the details of your current and past trips all in one place. You can also **make changes to a booking** here.

1. Whenever you load the page, we’ll show you **bookings for the next 7 days**. You can then filter for more or fewer results by changing the filter criteria at the top of the page.

2. To view **more details** or **make changes to a booking**, click the ‘View’ button for a booking.
1. When you click the ‘View’ button you’ll see the **booking details** screen. This gives you more information about an individual booking.

2. To change the dates of the reservation, add rooms or cancel it completely, click the ‘Manage booking’ button.
1. Get an overview of your travel spend.

2. Customise reports by destination, label and more.

3. Easily see if you have spent more than the budget.

4. Request detailed reports as Excel spreadsheets to download later.
How to make a business booking

1. Go to your dashboard and search for a trip as you normally would on Booking.com.

2. View properties matching your criteria and add filters to narrow down your options.

3. If your company has favourite properties in this destination, they’ll be highlighted in the results.

4. Check the search card to see if a property is within your company’s destination budget.

5. If you’re booking for someone else, you can add their info in the guest details section. You can also select users and contacts connected to your business account here.

6. Continue to book as normal. Before you book you’ll be able to select a label to add to your stay.

7. As soon as you’re done, it’ll show up in the Bookings page of your business account. This is where you can make changes to your booking if you need to.