




# Navan Product Walkthrough

NAVAN Making travel easy for every frequent traveler


The screenshot shows a mobile app interface for a travel itinerary. At the top, there's a header image of a city skyline at sunset with palm trees. Below the image, a user profile for Mark Johnson is shown for the dates June 3-5. The main title is "Miami trip". There are three action buttons: "Add to trip" (plus icon), "Manage flights" (airplane icon), and "Receipts" (document icon). Below these are two itinerary items: a flight from LAX to MIA on June 3rd at 08:15 departure, and a hotel stay at Hilton Miami on June 3rd with a 15:00 check-in for 1 night.


Mark Johnson • June 3 - 5

## Miami trip

Add to trip    Manage flights    Receipts

 **3**    **LAX → MIA**  
June    08:15 departure

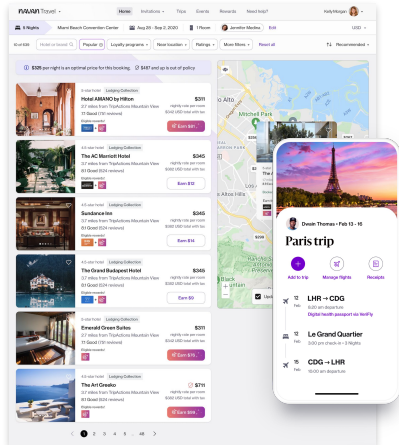
 **3**    **Hilton Miami**  
June    15:00 check-in - 1 Night

# Navan Product Overview

The only end-to-end, integrated Travel and Expense platform

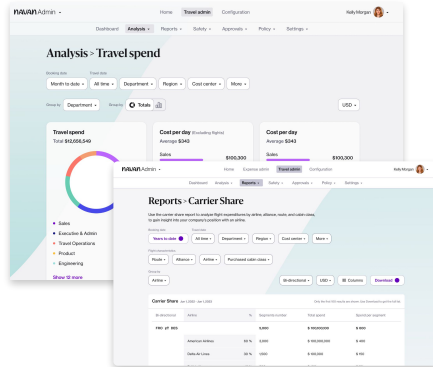
## Online Booking Tool

Consumer-grade product with unrivalled options for flights, hotels, trains, cars, and black cars, all optimized for self-service



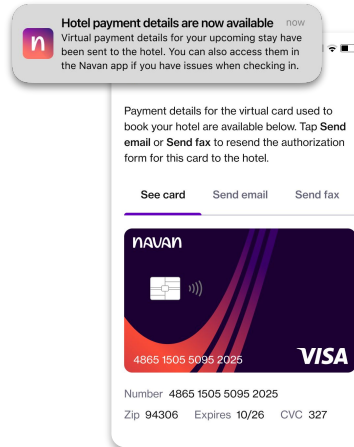
## Travel Management

Enterprise-grade policy builder and real-time program-wide visibility via one global instance, backed by 24/7 in-house agents, AI, and owned support technology



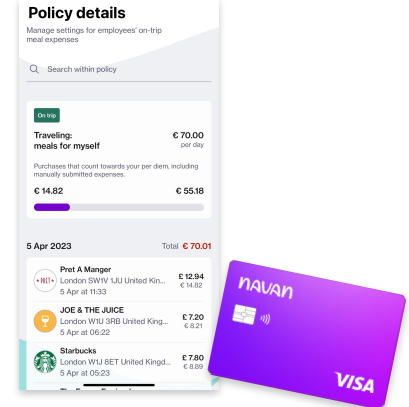
## Travel Payments

Get built-in virtual cards for every travel booking and eliminate manual expense reconciliation



## Expense Management

Automate expense management from swipe to reconciliation, boosting productivity while optimizing savings



# Travel & Expense with Navan

Travel and expense made easy.

1.

2.

3.

4.

5.

6.

7.

Search for and book travel

View and manage trips

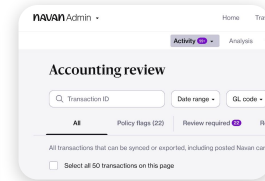
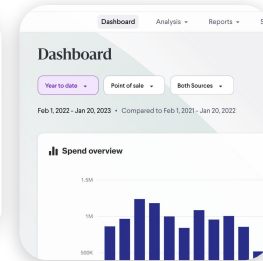
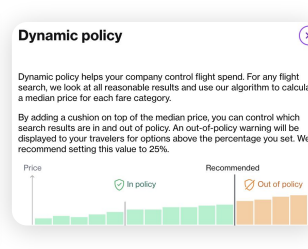
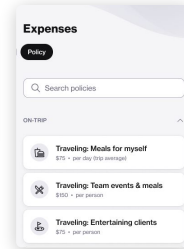
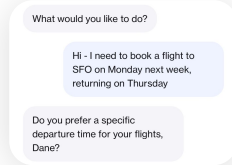
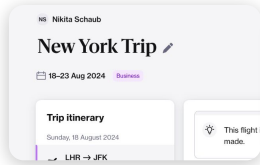
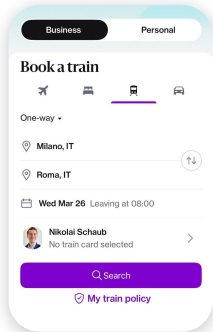
Get 24/7 personalized support

Track spend in real time

Set dynamic policies (admin)

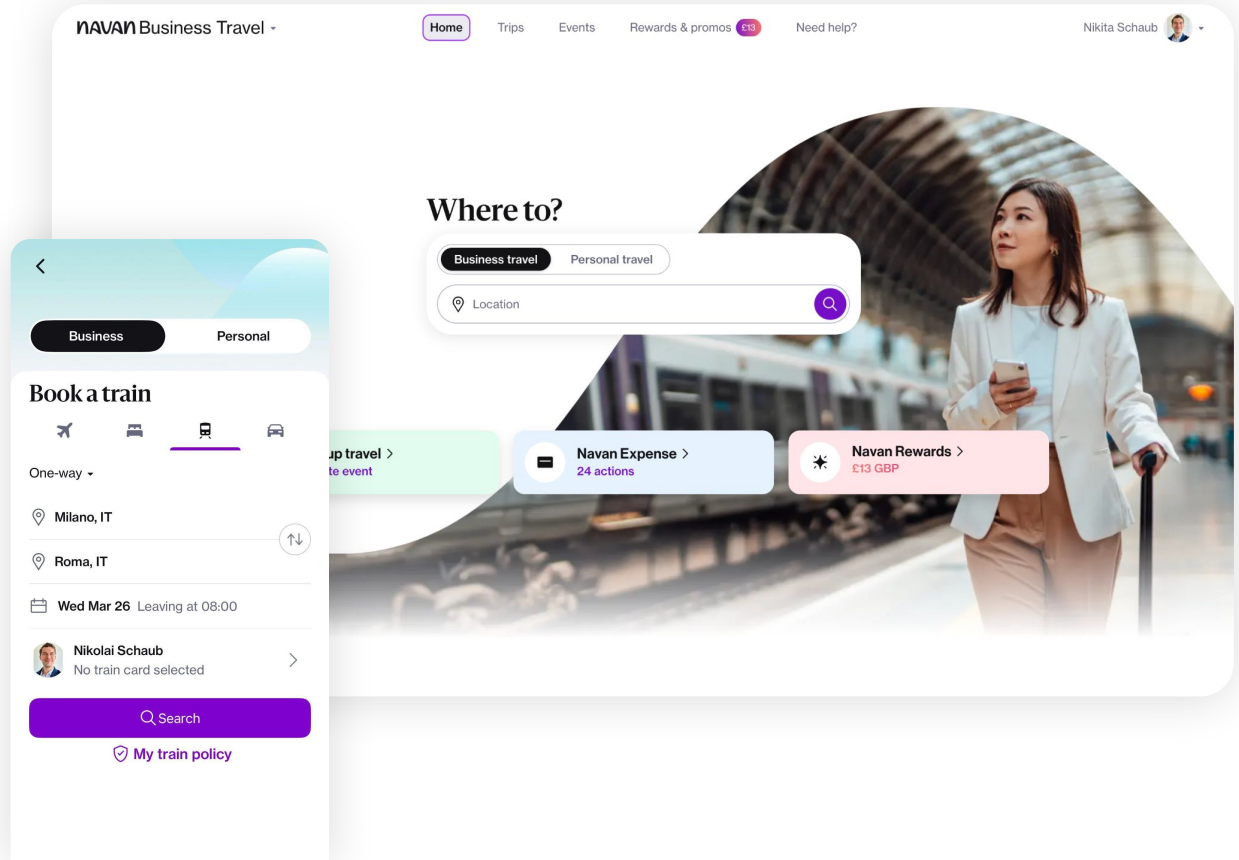
Monitor real-time spend reporting (admin)

Sync data to ERP (admin)



# Plan Your Next Trip

Whether it's booking for yourself, for others, for groups, for guests, or execs, Navan takes the pain out of traveling for work with solutions purpose-built to meet the needs of every traveler.



# Booking Flights

Navan aims to deliver the world's best flights booking experience thanks to an industry-leading content platform optimized for efficiency and self-service.

66 of 159 results [Reset all](#) **Depart from LON, London** - Mon, 12 May US\$2,407 and up is **out of policy**. [Departure \(earlie...](#)

**Nonstop** [Reset](#)

**Stops** [Reset](#)

- Nonstop only (66) US\$1,301
- 1 stop or fewer (159) US\$639
- Any stops (159)

**Policy** [Reset](#)

- In policy prices only (52)

**Airlines and alliances**

- Star Alliance (7) US\$1,507
- Oneworld (42) US\$2,148
- SkyTeam (16) US\$1,531
- In loyalty program
- Air France (8) US\$1,531
- American Airlines (14) US\$2,617
- Finnair (14) US\$2,148
- Iberia (14) US\$2,158
- KLM (8) US\$1,531
- Lufthansa (7) US\$1,523
- Norse Atlantic UK ... (1) US\$1,301

**Departure and arrival time**

[Departure](#) [Arrival](#)

**Departure time** **Base** **Standard** **Enhanced** **Premium** **Luxury**

**Lufthansa · LH 7753 operated by United Airlines**

**08:00** LHR → **10:55** EWR

Nonstop · 7h 55m **B767-300** [Details](#) [Seats](#)

**Economy Light** Roundtrip **US\$1,523**

**Economy Basic** Roundtrip from **US\$1,594**

**Economy Basic (U)**

- ✗ Non-refundable
- ✗ Changeable for a fee
- ✓ 1st checked bag included
- ✓ Meal provided

**Economy Basic Plus (U)**

- ✓ Refundable for a fee
- ✓ Changeable for a fee
- ✓ 1st checked bag included
- ✓ Meal provided

**Economy Basic** 79 cm seat pitch

Seat map [Compare fares](#) **US\$1,594** Roundtrip [Select](#)

**Iberia · IB 3545 operated by British Airways**

**08:20** LHR → **11:05** JFK

Nonstop · 7h 45m **B777** [Details](#) [Seats](#)

**Basic** Roundtrip **US\$2,199**

**Optima** Roundtrip **US\$2,341**

**Economy Light (U)** (most restrictive)

- ✗ Non-refundable
- ✗ Non-changeable
- ✓ 1st checked bag for £0
- ✓ Meal provided

**£1,177** Roundtrip [Select](#)

**Economy Basic (U)**

- ✗ Non-refundable
- ✗ Change for a fee
- ✓ 1st checked bag included
- ✓ Meal provided

**£1,232** Roundtrip [Select](#)

# Booking Hotels

Navan works with multiple GDSs (Global Distribution Systems), OTAs (Online Travel Agencies), and directly with hotels to offer business travelers one of the largest lodging inventory choices, coupled with special negotiated rates.

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5 nights | New York City, 115 W 18th St, New York, NY, USA | Mon, 12 May - Sat, 17 May 2025 | 1 room | Nikolai Schaub | Edit

301 of 609 results | All filters | Hotel or brand | In policy | Popular filters | Rewards & loyalty | Near location | Ratings

\$4,029 and up is out of policy. Your hotel policy

Book below US\$3,102 to earn Navan Rewards

**The Hotel Chelsea**  
4.5-star hotel  
0.5 km from New York City, 115 W 18th St, New York, NY, USA  
91 Excellent (213 reviews)  
\$3,996 (5 nights total)  
Select

**The Moore**  
4-star hotel  
0.6 km from New York City  
Booked by you  
Marriott Bonvoy  
\$12 in Navan Rewards  
\$2,796 (5 nights total)

**The Standard High Line**  
4-star hotel  
11 km from New York City, 115 W 18th St, New York, NY, USA  
8.0 Very good (1,467 reviews)  
\$3,866 (5 nights total)  
Select

**Made Hotel**  
3.5-star hotel  
0.9 km from New York City, 115 W 18th St, New York, NY, USA  
8.6 Very good (861 reviews)  
\$2,890 (5 nights total)  
Earn \$8

**Virgin Hotels New York City**  
5-star hotel  
\$3,096 (5 nights total)

New York City  
£3,152 and up is out of policy.

Sort ↓ | Loyalty | Hotel chains | Rating | Net

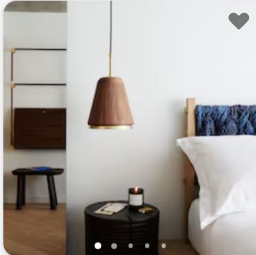
Map showing hotel locations in New York City, including Hoboken, Jersey City, and Manhattan.

# Earn and Collect Navan Rewards

Get employees to book cost-effective hotel stays with our fully-funded incentive program.

Navan uses behavioral economics and gamification to reward travelers who make better economic choices and reduce company spend. The less an employee spends, the more they earn.

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3.5-star hotel

**Made Hotel**

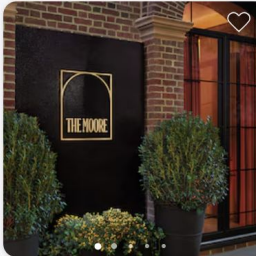
0.9 km from New York City, 115 W 18th St, New York, NY, USA

8.6 Very good (861 reviews)

**\$2,890**  
5 nights total

**\$9 in Navan Rewards**

Lodging Collection



4-star hotel

**The Moore**

0.6 km from New York City, 115 W 18th St, New York, NY, USA

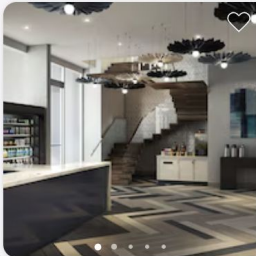
No reviews

Booked by you

22,210+ Marriott Bonvoy points

**\$2,796**  
5 nights total

**\$12 in Navan Rewards**



4-star hotel

**Hyatt Place New York / Chelsea**

0.5 km from New York City, 115 W 18th St, New York, NY, USA

8.0 Very good (212 reviews)

2 coworkers booked this hotel

10,820+ World of Hyatt points

**\$2,501**  
5 nights total

**\$22 in Navan Rewards**

Lodging Collection

# Booking Trains and Cars

Access most major car rental providers and over 40 rail carriers in one platform, with business travel focused features like seat reservations on participating carriers and loyalty-programs optimization.

← Paris > Lyon  
Tue, Apr 22, Leaving at 09:30

Show earlier options ^

Tuesday, April 22, 2025

oioio	1h 51m, direct
09:42 •• 11:33 Paris Gare de Lyon Lyon St-Exupéry TGV	From £46.08
z	1h 56m, direct
09:56 •• 11:52 Paris Gare de Lyon Lyon Part-Dieu	From £32.68
oioio	1h 56m, direct
10:00 •• 11:56 Paris Gare de Lyon Lyon Part-Dieu	From £64.52
oioio	1h 56m, direct
11:00 •• 12:56 Paris Gare de Lyon Lyon Part-Dieu	From £61.16

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NAVAN Travel - Home Invitations - Trips Events Rewards Need help? Kelly Morgan

Pick-up location \* Hilversum, Netherlands Drop-off location \* AMS - Schiphol Airport, Amsterdam... Pick-up date Wed, Nov 20 at 12:00 am Drop-off date Mon, Nov 23 at 10:00 am Renting for Kelly Morgan EUR

97 of 264 results Car type - Car agency - Car options - Price - Special rates - Points of interest - Insurance - Clear Recommended

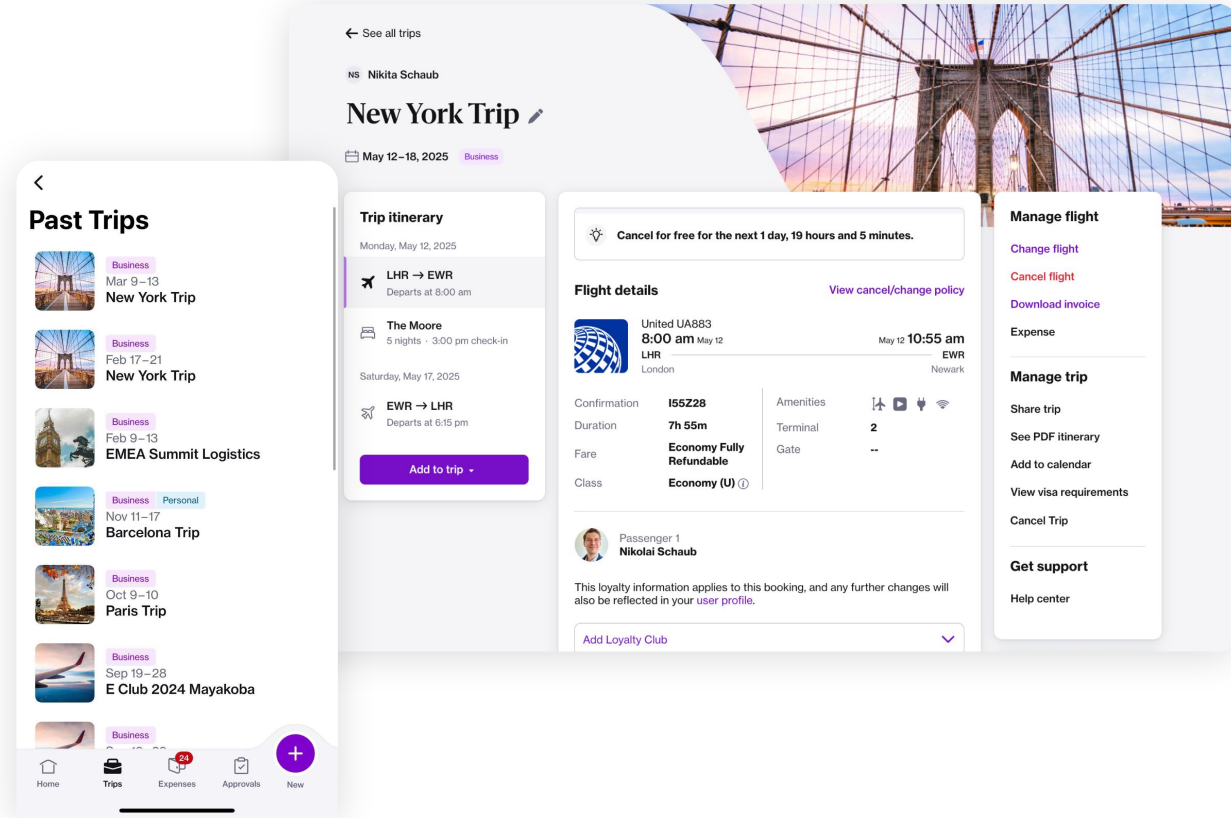
€240 and up is out of policy

<b>AVIS</b>	<b>Compact</b> Renault Clio or similar	Unlimited General Coverage Loss Damage Waiver	5 seats 3 luggages max. Automatic	€108 / day €262 total incl. tax & fees	Select
<b>SIXT</b>	<b>Compact</b> Renault Clio or similar	Unlimited General Coverage Loss Damage Waiver	5 seats 3 luggages max. Automatic	€124 / day €262 total incl. tax & fees	Select
<b>SIXT</b>	<b>Economy</b> Hyundai accent or similar	Unlimited General Coverage Loss Damage Waiver	5 seats 3 luggages max. Automatic	€111 / day €259 total incl. tax & fees	Select
<b>Budget</b>	<b>Electric</b> Tesla Model S or similar				

Map showing Amsterdam Airport location and a pop-up for AVIS car rental at Schiphol Plaza Aankomstpass 22, 7:00 am - 11:00 pm. From €108 / day. Show 16 cars.

# View and Manage Trips

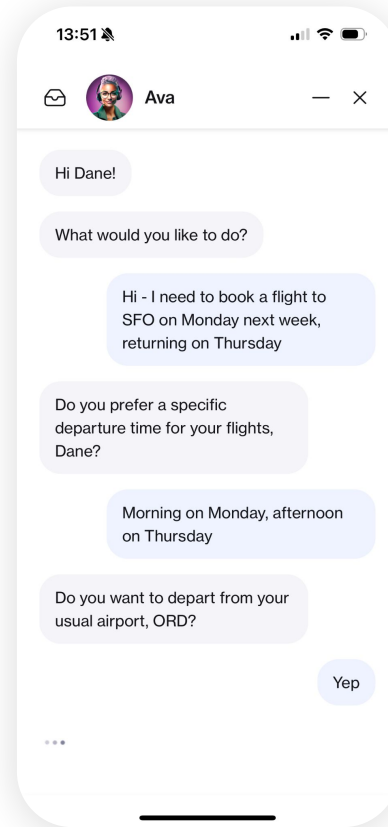
Travelers can easily make modifications like updating flight or hotel dates, adding luggage, selecting seats, upgrading classes, and even making cancellations — all on their own, directly on Navan's platform.



# 24/7 Personalized Support

Modeled on how human agents address questions and issues, Navan's AI-powered agent, Ava, is held to the same high performance and quality standards as Navan's travel consultants. Ava helps millions of travelers with bookings, changes, and unforeseen trip disruptions, among other tasks. Travelers also get direct 24/7 access to experienced in-house travel consultants.

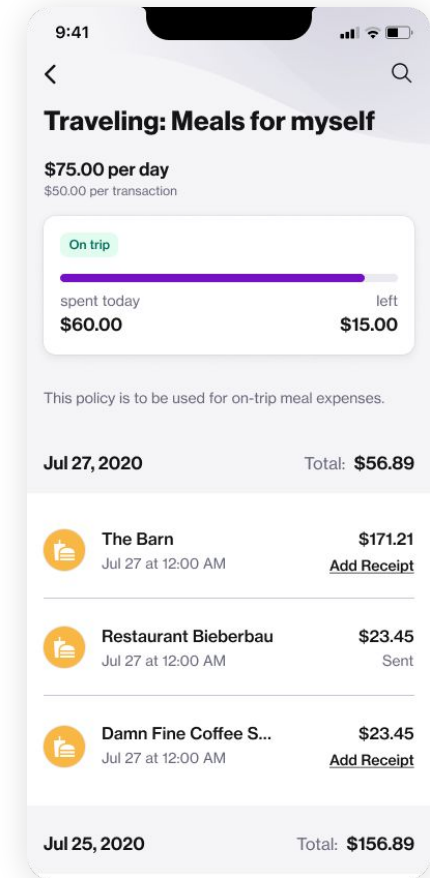
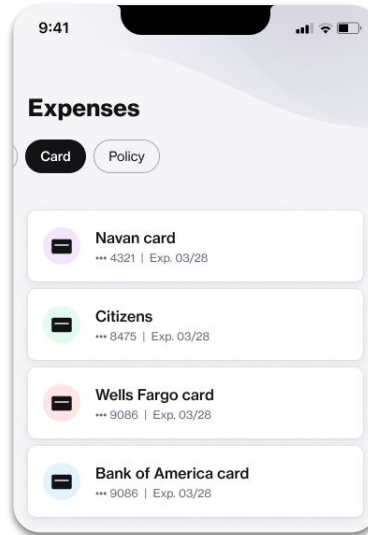
NAVAN



# Track Expenses in Real Time

Travelers can check how they're tracking against company spend policies in real time.

Transactions are automatically categorized and captured, so employees never need to submit an expense report again.



# For Admins: Set Dynamic Policies

Navan's policy management is simple, granular, and dynamic to drive optimal user behavior without constant manual oversight. Prevent overspending with customizable policies that adjust to real-time market rates and preset spend controls based on role, booking type, trip details, and more.

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### Dynamic policy

Dynamic policy helps your company control flight spend. For any flight search, we look at all reasonable results and use our algorithm to calculate a median price for each fare category.

By adding a cushion on top of the median price, you can control which search results are in and out of policy. An out-of-policy warning will be displayed to your travelers for options above the percentage you set. We recommend setting this value to 25%.

Example: If the median price for a search result is \$100 and the dynamic policy percentage is set to 25%, then all search results higher than \$125 would be flagged as out of policy.

### Cost

Set spend parameters for each policy group.

[Manage destination settings](#) [Reset](#)

	Flight type ⓘ	Policy
Default policy	Short (Less than 3 hours)	Dynamic Policy: 10% Max: \$400
	Medium (3 - 7 hours)	Dynamic Policy: 10% Max: \$1,000
	Long (More than 7 hours)	Dynamic Policy: 20% Max: \$0

#### Dynamic policy

Show travelers a **fair market price** for each search (based on travel dates and location). Set the % below to 0 to use the fair market price as the max booking price, or add a value over 0 for added flexibility. [Learn more](#)

 %

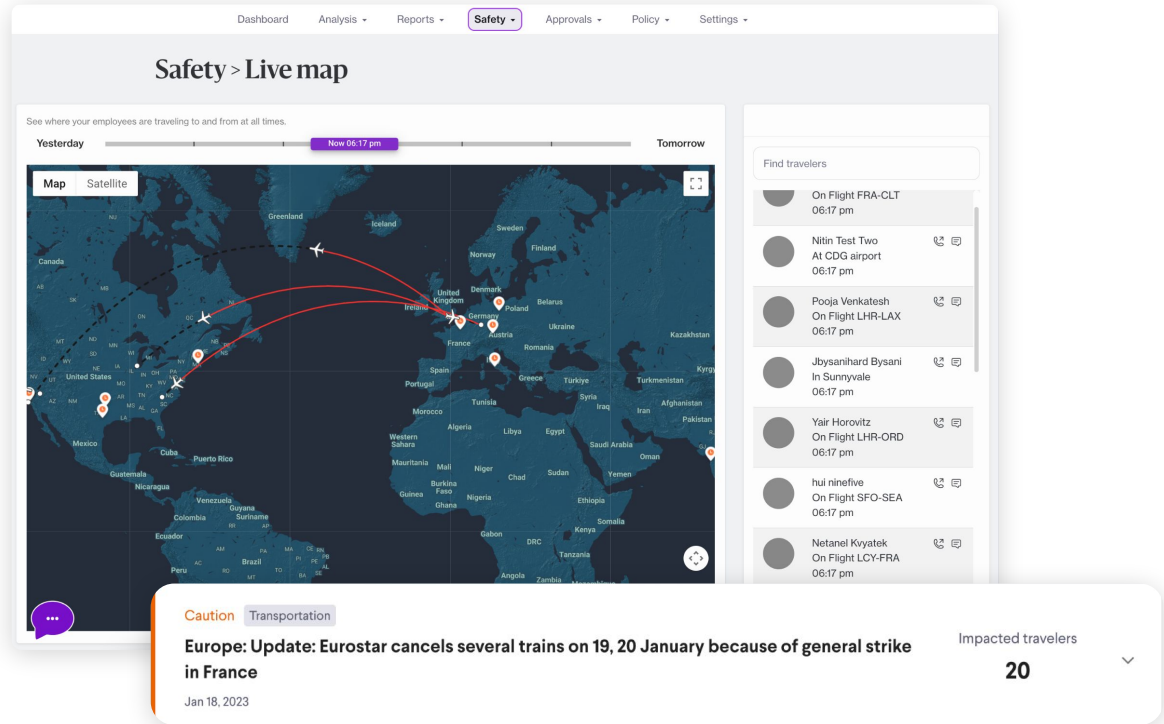
#### Max price per booking

Show travelers a static max price per booking. When set in addition to dynamic policy, the traveler's policy will be whichever is lower at the time of search.

# For Admins: Ensure Traveler Safety

Help ensure traveler safety and smooth operations when unexpected events arise with granular visibility into bookings, employee locations, and future or past travel plans.

Restrict travel to specific locations, limit the number of executives on a single flight, block low-rated hotels, track travelers in real-time, and send customized, targeted notifications with instructions to travelers — directly from Navan.

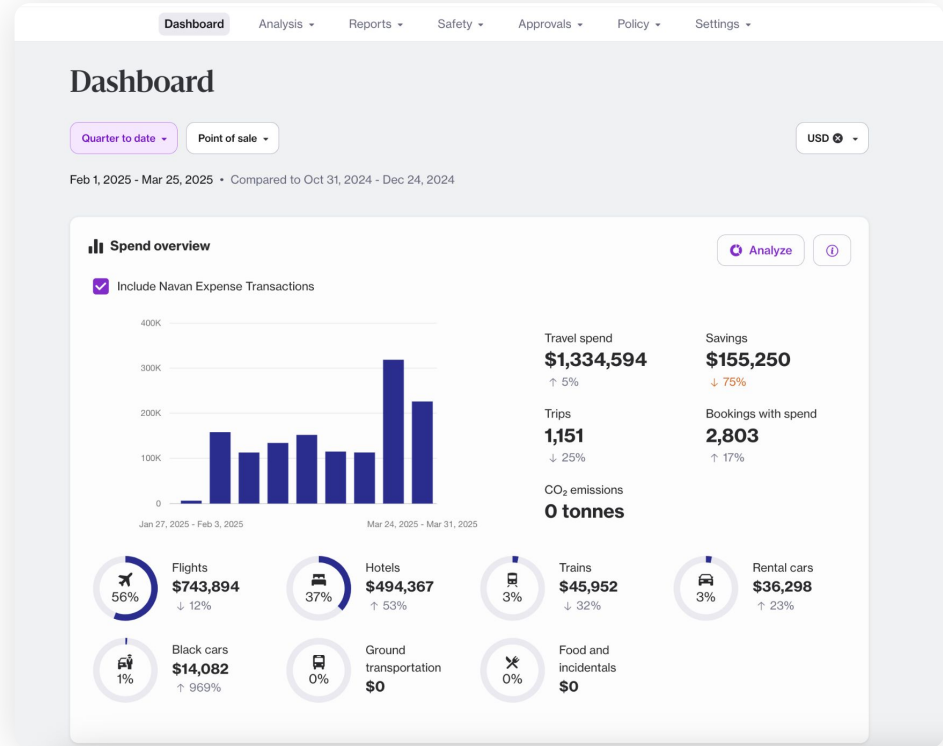


The screenshot displays the Navan Safety > Live map dashboard. The top navigation bar includes Dashboard, Analysis, Reports, Safety (highlighted), Approvals, Policy, and Settings. The main heading is "Safety > Live map". Below this, a timeline shows "Yesterday", "Now 06:17 pm", and "Tomorrow". The central map shows flight paths with red lines and airplane icons. A "Map" and "Satellite" toggle is visible. On the right, a "Find travelers" section lists several travelers with their current status and location, such as "On Flight FRA-CLT" and "At CDG airport". A "Caution" notification banner at the bottom reads: "Europe: Update: Eurostar cancels several trains on 19, 20 January because of general strike in France" dated Jan 18, 2023. To the right of the banner, it says "Impacted travelers" and "20".

# For Admins: Monitor Spend in Real Time

Get real-time visibility and insights into spend.

Build customizable reports and track spend against budgets. View the status of flagged transactions, missing receipts and more to strengthen policy enforcement and enforce smarter spending.



# For Admins: Auto-sync Data to ERP

Sync spend data to your ERP within minutes for a faster close and more accurate data.

Save time manually preparing, reviewing and exporting data with Navan's ERP integrations.

Native integrations available with NetSuite, Quickbooks and Xero. Custom CSV export options available.

The screenshot displays the Navan Admin interface for an "Expense admin" user. The page is titled "Accounting review" and features a search bar for "Transaction ID", a "Date range" selector, and buttons for "GL code", "Status", and "More filters". There are also buttons for "Export" and "Sync to Quickbooks (12)". Below the search bar, there are filters for "All", "Policy flags (22)", "Review required (2)", "Ready for export (200)", "Failed sync (0)", and "Export history (15,000)". A checkbox allows users to "Select all 50 transactions on this page". The main content area shows a list of transactions for December 2, 2021, with columns for transaction details, amount, and sync status. Each transaction row includes a checkbox, a user profile icon, the name "Jiffy Lube", a location "62103 - Travel Ground", a receipt icon, the amount "\$1,204.28 (€1118.11)", the category "Tools & materials", the user "Michelle Angela", and the department "Product Design". The sync status for each transaction is indicated by a colored button: "Ready for queue" (purple), "In sync queue" (yellow), "Failed sync" (red), "Receipt missing Date mismatch" (orange), and "Successfully synced" (green).

Transaction ID	Amount	Category	User	Department	Status
62103 - Travel Ground	\$1,204.28 (€1118.11)	Tools & materials	Michelle Angela	Product Design	Ready for queue
62103 - Travel Ground	\$1,204.28 (€1118.11)	Tools & materials	Michelle Angela	Product Design	In sync queue
62103 - Travel Ground	\$1,204.28 (€1118.11)	Tools & materials	Michelle Angela	Product Design	Failed sync
62103 - Travel Ground	\$1,204.28 (€1118.11)	Tools & materials	Michelle Angela	Product Design	Receipt missing Date mismatch
62103 - Travel Ground	\$1,204.28 (€1118.11)	Tools & materials	Michelle Angela	Product Design	Ready for queue
62103 - Travel Ground	\$1,204.28 (€1118.11)	Tools & materials	Michelle Angela	Product Design	Successfully synced

A view from an airplane window showing the wing and a sunset over the ocean. The sky is a deep blue, and the ocean below is dark with white-capped waves. The wing of the plane is visible on the right side of the frame, extending from the center towards the right edge. The text "Thank you!" is overlaid in the center of the image in a white, serif font.

Thank you!