

ULTIMATE HOTEL FLEXIBILITY WITH ENGINE.

Plans change. FlexPro helps portfolio companies reduce sunk travel costs when trips are modified, shortened, or canceled.

★ OMNIA Member Exclusive Benefit

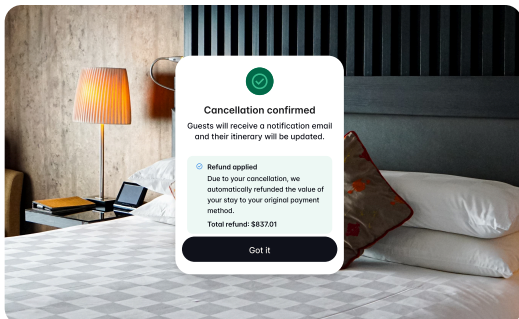
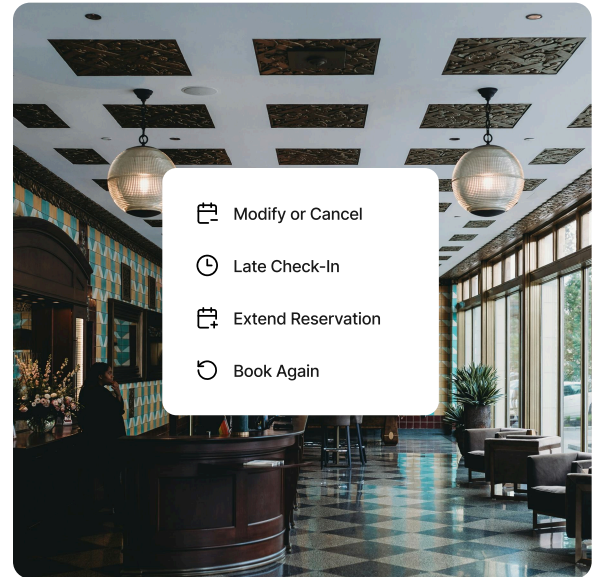
OMNIA Members get *6 months of FlexPro FREE*



HERE'S HOW TRAVELING WITH FLEXPRO WORKS:

On most hotel bookings (excluding same-day, single-night stays), FlexPro allows teams to:

- Cancel hotel reservations up until noon on the day of check-in
- Shorten a stay by modifying the reservation by noon on the day of check-out and receive refunds for unused nights
- Receive refunds to the original payment method when cancellations follow the hotel's refund policy
- Recover value as Engine travel credits when cancellations fall outside the hotel's refund policy, including non-refundable rates or last-minute changes



TO CANCEL OR MODIFY A RESERVATION:

1. Navigate to "Trips" in your browser or the mobile app
2. If the trip is in the cancellation window you will see the option to "Manage trip"
3. From there you can select to Cancel, Modify, or Extend your reservation