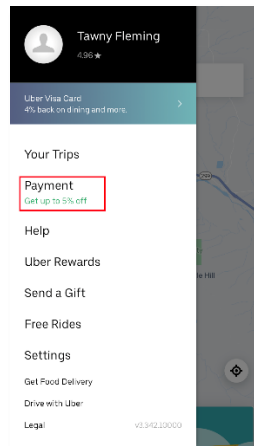
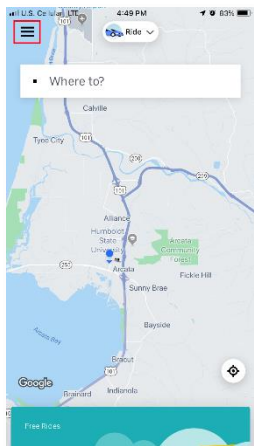


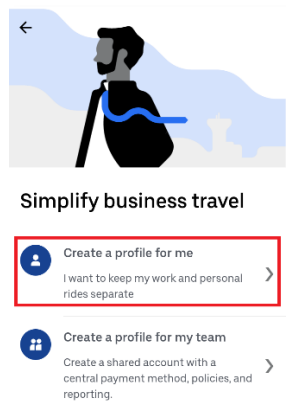
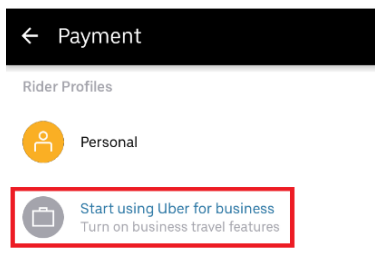
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Uber for Business

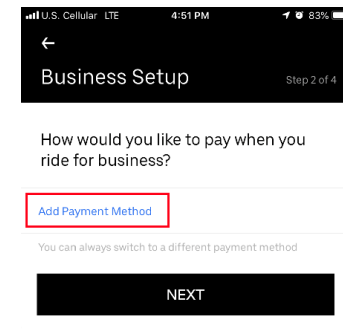
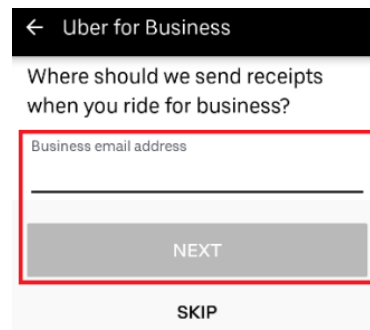
1. Go to the App Store or Play Store on your phone and download the Uber App (if you don't already have it)
2. Open the Uber App on your phone
3. Click on the three lines in the top left corner
4. Click on "Payment"



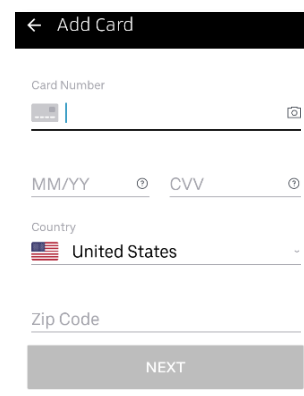
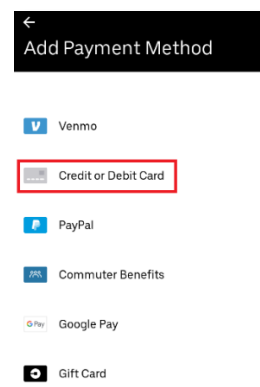
5. Click on "Start using Uber for business"
6. Click on "Create a profile for me"



7. Add your Humboldt email address and click Next
8. Click on "Add Payment Method"



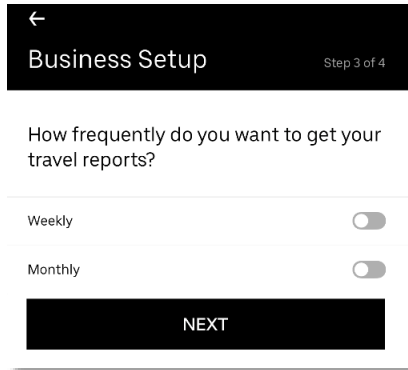
9. Click on "Credit or Debit Card"
10. Enter your State Travel card information



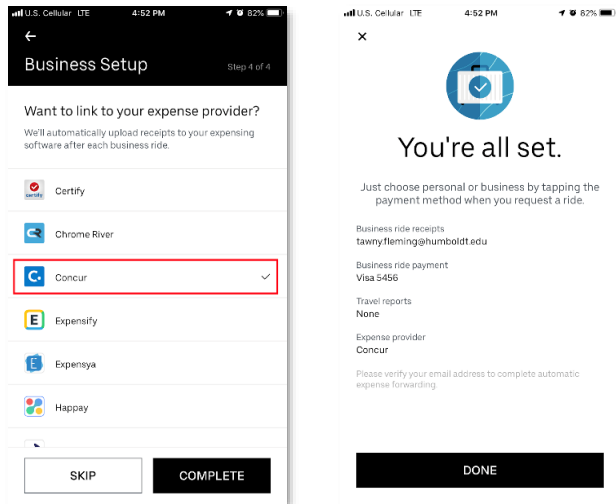
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Uber for Business

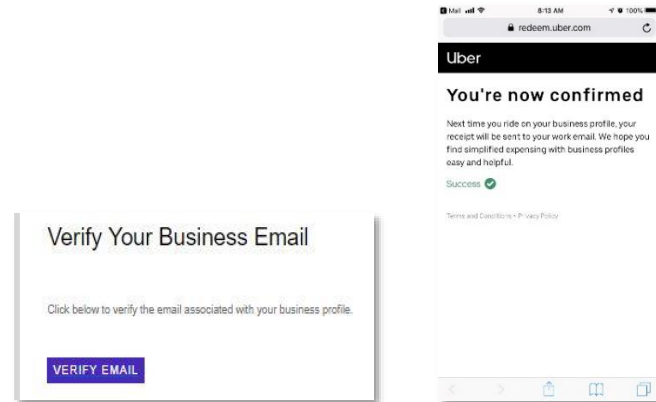
11. Select how frequently you would like to receive your travel report, if any.



12. Link Concur to your Uber app by clicking on “Concur”
13. You’ll see a “You’re all set” screen showing you have successfully added your business profile.



14. You’ll receive an email from Uber through your Humboldt email address asking you to verify the address. Click on “Verify email.” Your Uber app will now show that you are confirmed.



When traveling, be sure to select your business profile in Uber BEFORE confirming the ride, and the transactions will automatically feed to Concur.

