



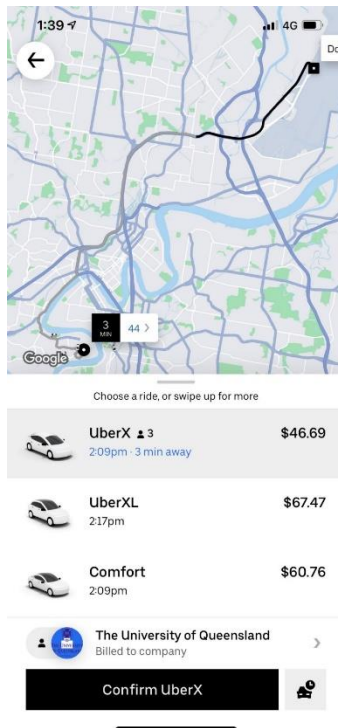
How to book a trip on UQ Uber for Business

Once signed up to the UQ Uber for Business account you can follow the steps below to book an Uber using Uber for Business.

Step 1:

Select the location you wish to travel.

Example below

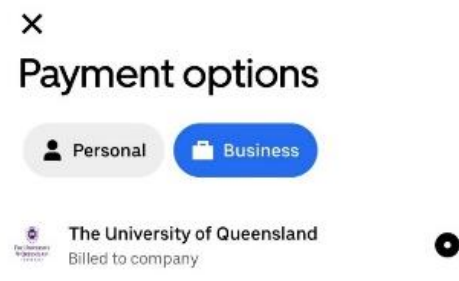


Step 2:

Select between the personal or business payment methods by clicking on billing method at the bottom of the screen and selecting business.

You can then cross out of the payment screen and confirm your Uber.

Example below



Step 3:

Confirm your pickup location and select one of the two options:

- i. Bill to default chart string (this is the chart string automatically uploaded to your account based on your department/unit) or;
- ii. Select an alternative chart string if you wish to use one different to your default (e.g. a specific project chart string).

Note: If alternative chart string is selected, please enter chart string as:

000000-00-000-00-000000

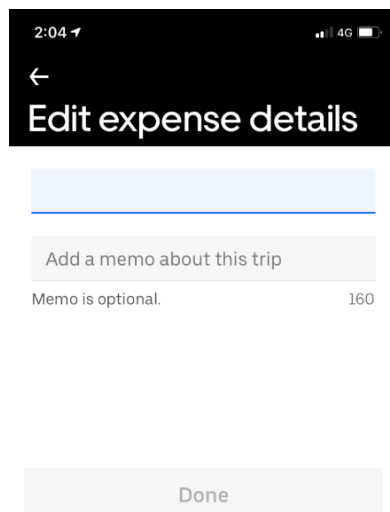
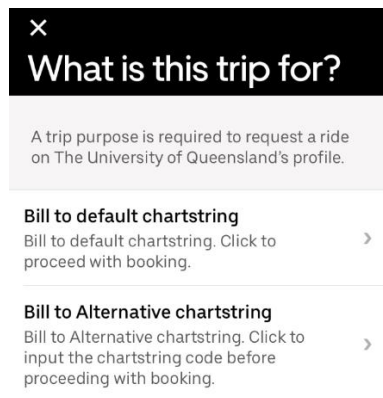
Opal-Site-Fund-Function-Project

You can also add a note regarding the purpose of the trip, if you would like this reflected to the trip report. This is optional.

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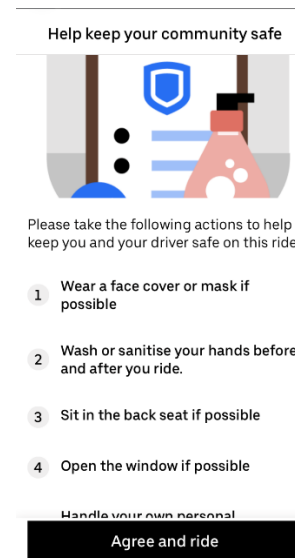
Example below



Step 4:

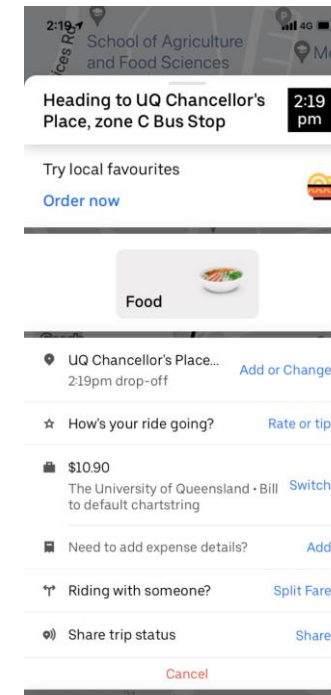
Click agree and ride.

Example below



Step 5:

You will receive a receipt for the trip and a trip report will be sent to your direct supervisor/manager.



To visit the Uber for Business website for further information on how to use, [please click here.](#)