

CREATE CHANGE

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

× Payment options



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:

00000-00-000-00-000000

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





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<u>Step 4:</u>

Click agree and ride.

Example below



Please take the following actions to help keep you and your driver safe on this ride:

1 Wear a face cover or mask if possible

2 Wash or sanitise your hands before and after you ride.

3 Sit in the back seat if possible

4 Open the window if possible

Handle your own personal Agree and ride

Step 5:

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

2:	School of Agriculture and Food Sciences	Mil 46 D Mod
Heading to UQ Chancellor's 2:19 Place, zone C Bus Stop pm		
Try local favourites		
Order now		
	Food	
0	UQ Chancellor's Place 2:19pm drop-off	ld or Change
☆	How's your ride going?	Rate or tip
	\$10.90 The University of Queensland to default chartstring	Bill Switch
R	Need to add expense details?	Add
۴	Riding with someone?	Split Fare
Q))	Share trip status	Share
Cancel		

To visit the Uber for Business website for further information on how to use, <u>please click</u> <u>here.</u>