Overview: This guide provides an overview of how to create a business profile in Uber and link that profile to Concur. This set-up is important to ensure that personal and business Uber charges are handled separately.

Step 1

Under Payment in your Uber account, under Ride Profiles, select Start Using Uber for Business. Select Ride for Business add a Business Profile. In your Business Profile include the following:

• Select your Duke email account – the same account that has been verified in your Concur profile – to email receipts.
• Enter your Default Payment credit card. Typically this is your Duke corporate card.
• Under Expense Provider/Program, select Concur. Enter your Duke email account – the same account that has been verified in Concur.
• Follow any additional instructions from Uber.
• Once finished, you will see a message that states, “You’re ready to ride”.

Step 2

Concur sends an email to your Duke email account asking you to confirm the link to Uber. Select Sign in with SAP Concur to finalize the process of linking accounts.

Questions? Visit Contact Information at concur.duke.edu or email Concur-ExpenseSupport@duke.edu.
Step 3
From the Concur home page (accessed via the Concur tab in Duke@Work), select App Center.

Step 4
Under Popular User Connections, select the Uber app icon or search for it using the Search bar in the upper right hand corner.

Please note: When Uber is used, a PDF of the receipt will be automatically sent to Concur. The receipt will display in Available Receipts and can be attached to the appropriate expense report.

Notice Uber now displays as a Connected App.