**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.

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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

Return to the App Center in Concur. Notice Uber now displays as a Connected App.

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.