

Didn't receive an email invite?

Scan with phone camera →



OR
[Click Here to Join](#)

Welcome to Uber for UC Irvine

UC Irvine has partnered with Uber Higher Ed, powered by Uber for Business, to provide you with an easier expensing process and additional support.

You will still expense travel as you currently are, however, joining our account will create an in-app UCI profile for you to switch to – simplifying Uber work travel:

- **Reducing confusion:** UCI travel policy has been programmed into the profile, making it clear whether your ride is in compliance
- **Saving time:** Work e-receipts forward to your UCI email, eliminating need to analyze whether previous trips were for work
- **No payment mistakes:** you select the card to associate with your UCI profile, ensuring you always pay with the correct card

Uber Safety Awareness



Drivers are background checked before their first trip & on an ongoing basis.



Uber's in-app [Safety Tool Kit](#) gives access to emergency help if you need it.



You have our support, whenever you need it at business-support@uber.com



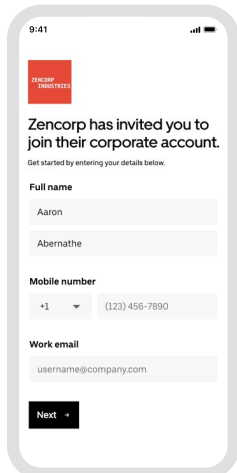
Uber's [Door-to-Door Safety](#) policies & tech keeps users safe during COVID-19

Getting started:

You'll be receiving an invitation email from noreply@uber.com. Please click the link in the invitation email and follow the steps in this guide to connect to your Travel Program. For the best experience, complete this process on your mobile phone.

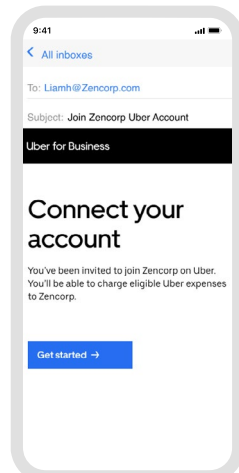
Already have a personal Uber account?

If you are asked to sign into Uber, please use your Personal Uber account credentials.



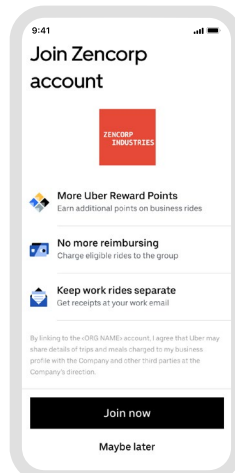
1. *For opt-in only*

.Skip to if you received an invite email
Get started by **entering your details**



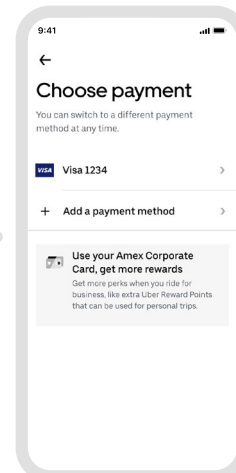
2.

Tap **Get started** in your invite email



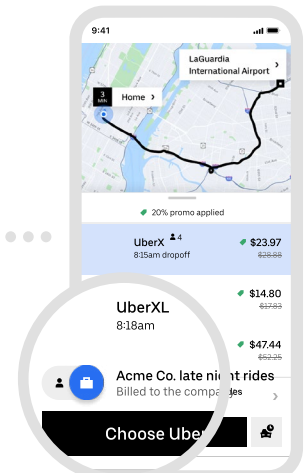
3.

In your Uber app, select **Join**



4.

Select an existing payment method for work trips, or add a new one

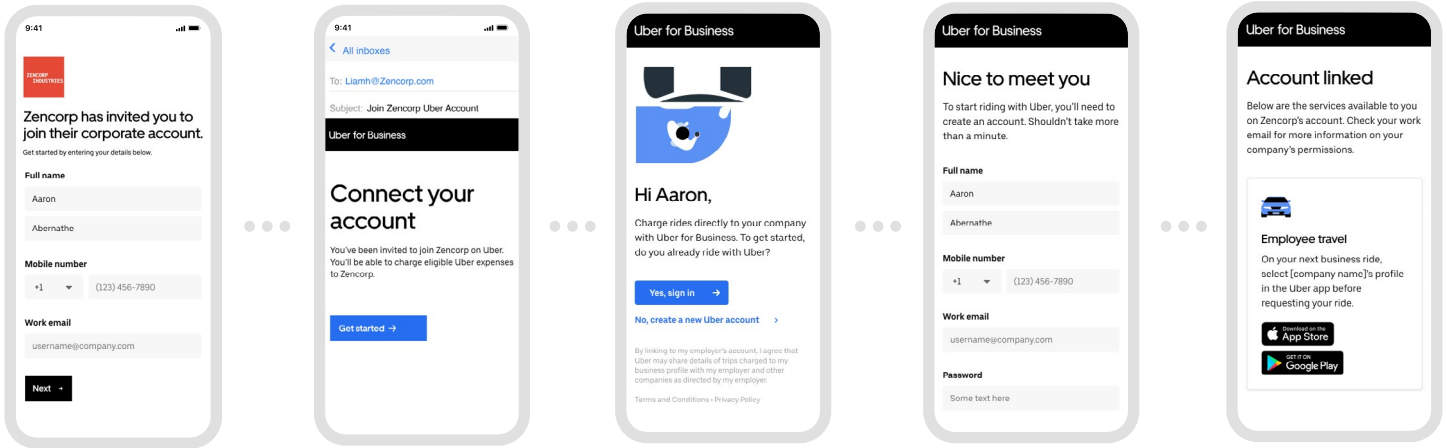


5.

Switch to your **UCI Profile** when riding for work

New to Uber?

Check your university email for an invitation from Uber for Business, and set up a new account.



1. For opt-in only

. Skip to if you received an invite email
Get started by **entering your details**

2.

Tap **Get started** in your invite email

3.

Select **No, create a new Uber account**

4.

Complete the required fields to create a personal Uber account

5.

Download the Uber app and log in

When you're ready to ride

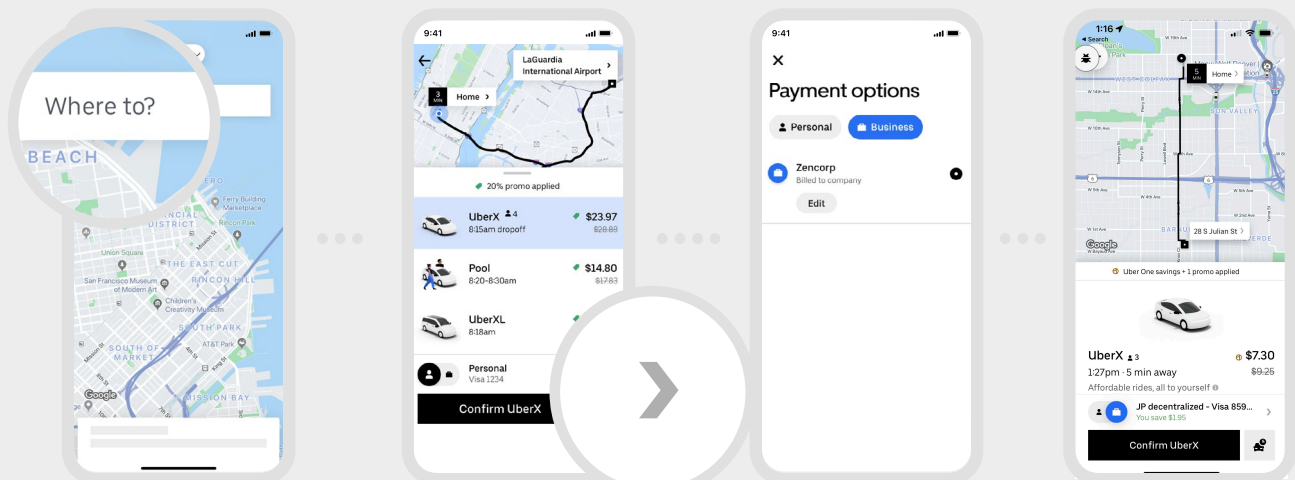
Seamlessly switch between personal and business within the Uber app.

Uber X & XL should be the only vehicles selected for UC business travel.

ONLY if these options aren't available should you request a premium vehicle.

Selecting a premium vehicle will prompt an in-app "Memo" field to pop-up. Provide a reason here as to why you chose a premium vehicle, which will be reviewed.

If the reason doesn't justify non-compliance to UCI policy, a business purpose will be required for the vehicle upgrade with exceptional approval for reimbursement.



1.

Tap **Where to?** and enter a destination address

2.

Tap the **slider** above the "Confirm" button to switch to your **UCI Profile**

3.

Request a ride.

Want to incorporate Uber into your department operations?

See the [Uber College Solutions - Department Guide](#) to learn about tools & submit requests to our Uber team.

Have questions? Email our business support team at business-support@uber.com