

Substantiation for Uber

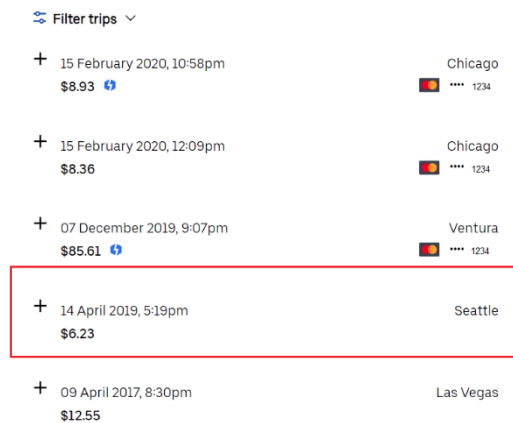
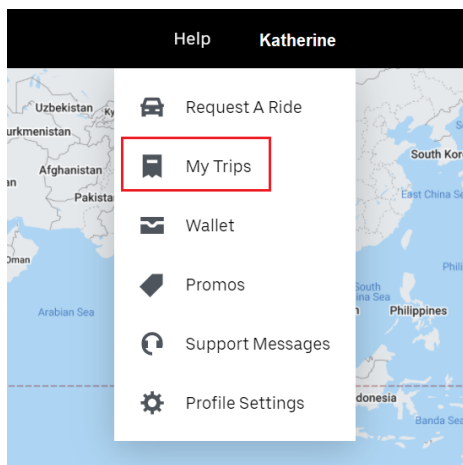
Employees may use Uber for business-related travel. Substantiation requires ride receipt with total fare and source of funds attached to the Uber account, as well as trip detail that includes total mileage.

A receipt with this information can be accessed by logging in to Uber’s website, or by requesting receipt in your app.

To Obtain Receipt from the Website

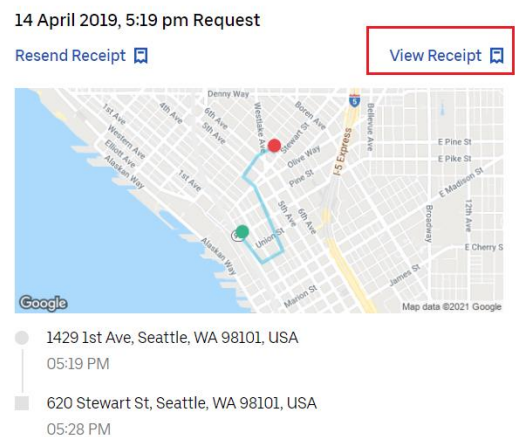
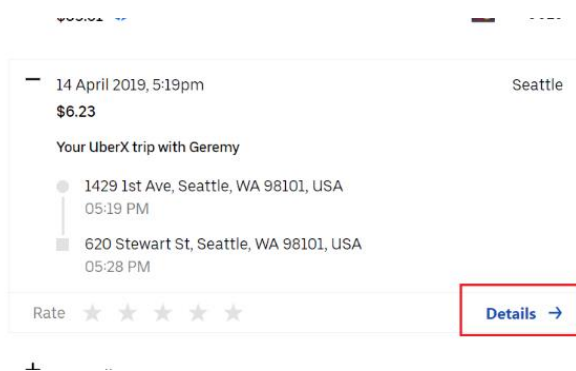
To access your receipt on the Uber website, you will log in using your mobile phone number and password. Click on My Trips under your profile name.

Select the appropriate trip.



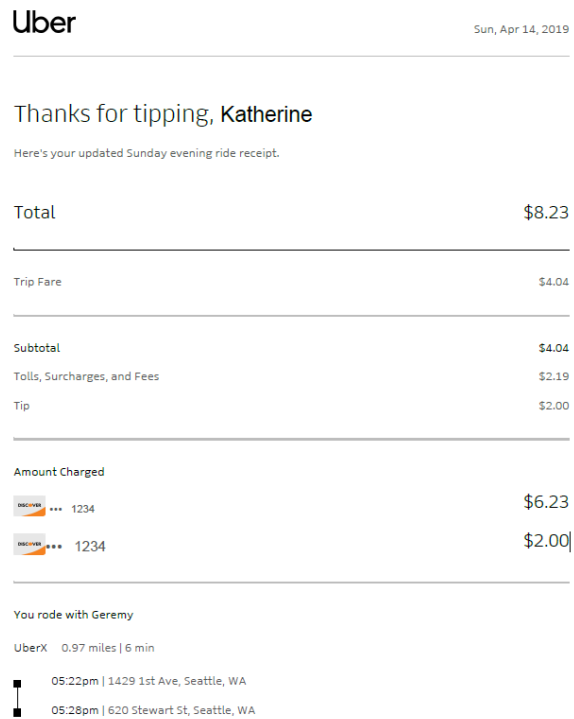
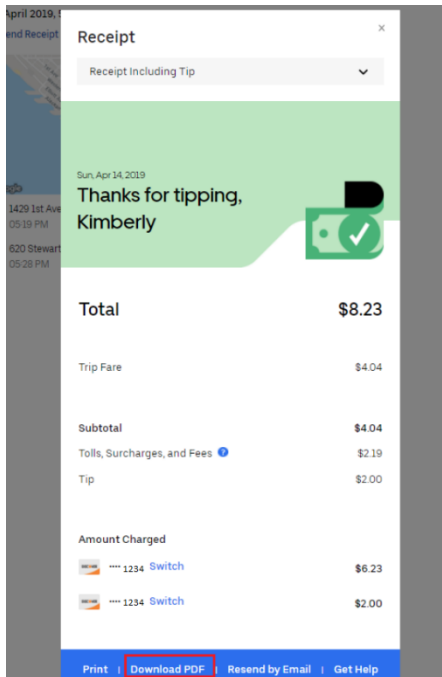
Click on Details.

Click on View Receipt.



Click on Download PDF.

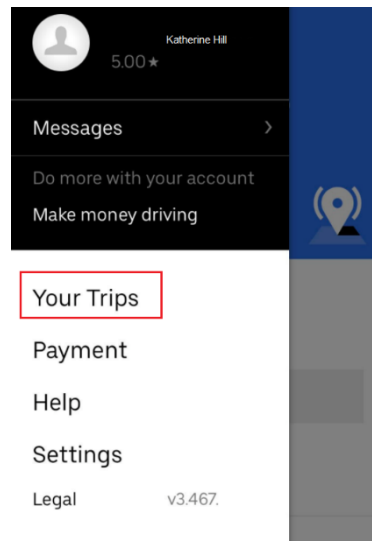
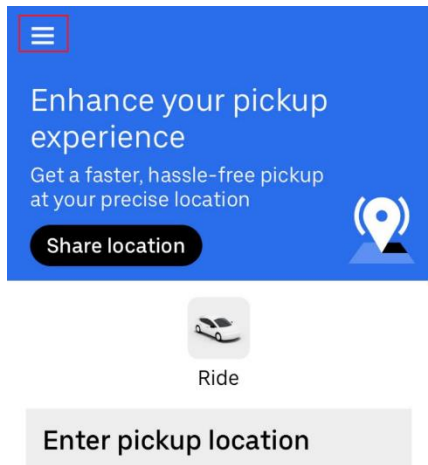
Print a copy of this PDF receipt for substantiation.



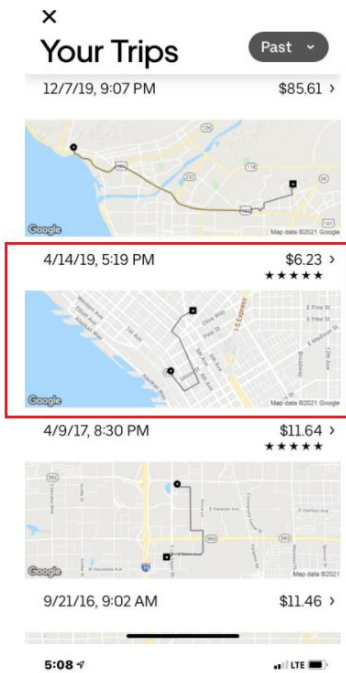
To Obtain Receipt from the App

To access your receipt on the Uber app, click on menu icon in top left corner.

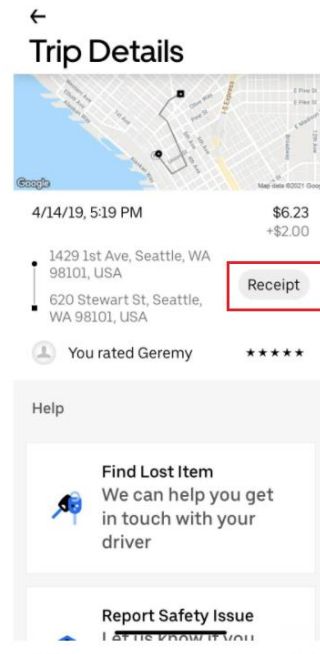
Click on Your Trips.



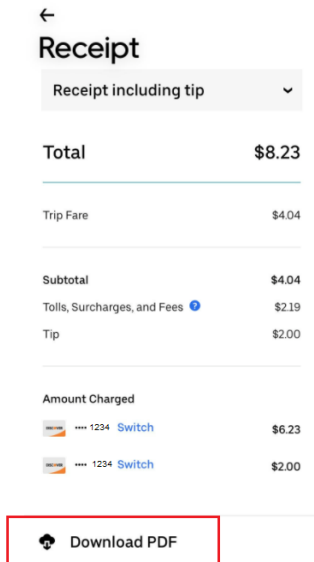
Select the appropriate trip.



Click on receipt.



Click on Download PDF.



Print a copy of this PDF receipt for substantiation.

