Uber Travel Program

Onboarding Guide



Program Overview

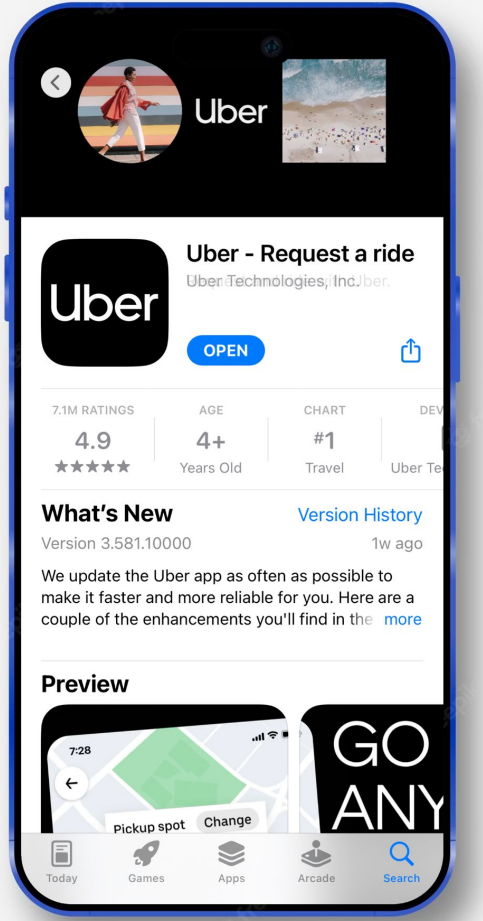
- ➔ US Nursing is partnering with Uber to set up a Travel program for their employees
- ➔ Travelers will receive an invite via email to join their company Uber account
- ➔ **Moving forward, travelers will book all work-approved travel under the company's account**
- ➔ **Travelers must follow USN's Uber policies & guidelines**
- ➔ Travelers will no longer have to submit receipts to expense Uber trips



Step 1
Download the Uber App

On the App Store or Google Play, **download the Uber App & setup your account** if you don't already have one.

You will need a credit or debit card to set up the account, but it won't be charged for any work-related travel.



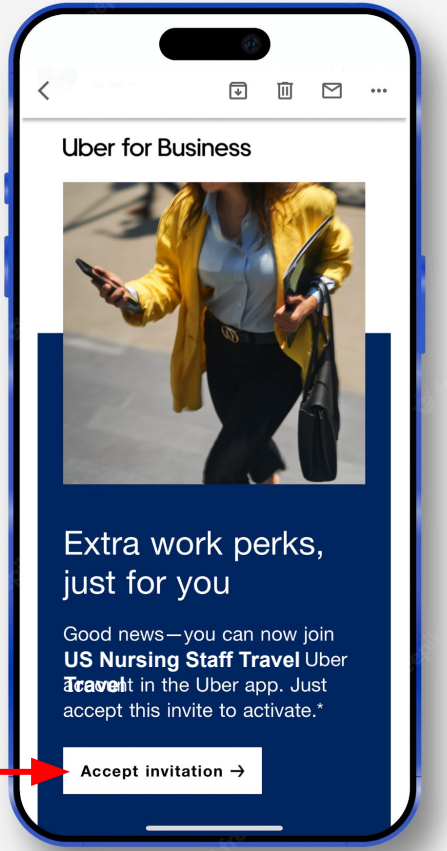
Step 2
Accept Your Invite

Please open the invite on a mobile device where you already have the Uber App downloaded

Check your work email **on a mobile device** for an email titled:

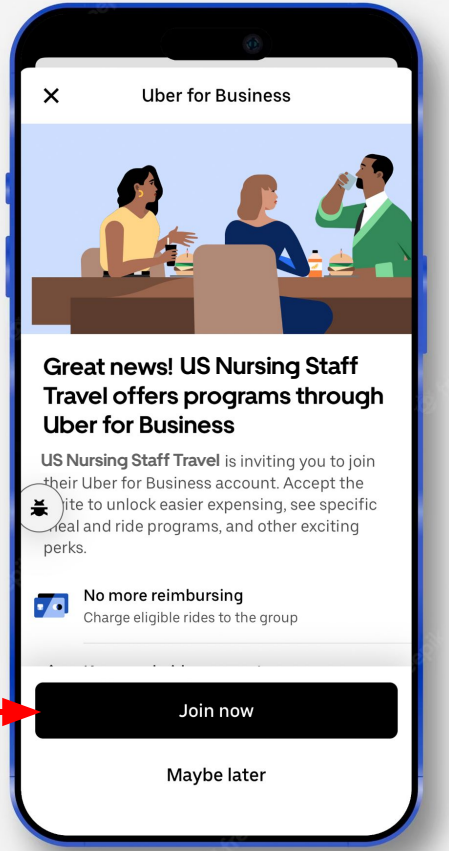
"Activate your Uber Benefits from US Nursing Staff Travel"

Select "Accept Invitation"



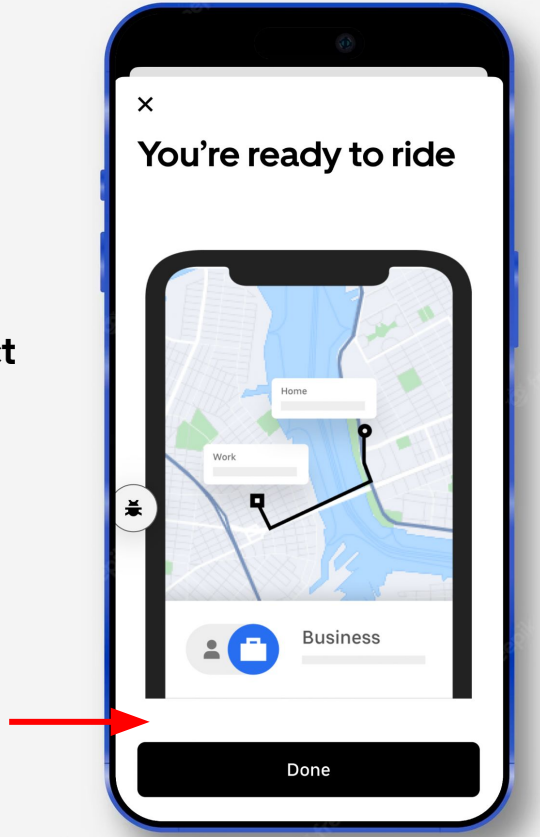
You'll automatically be directed to your Uber App

Select "Join Now" to enable the program

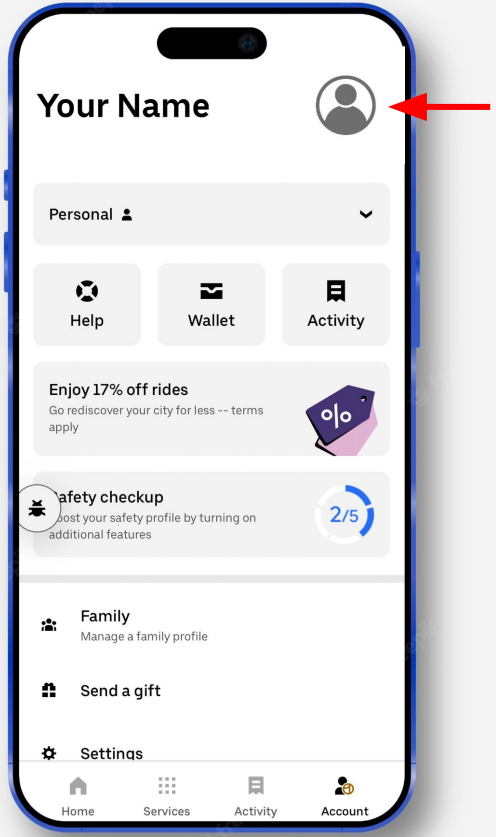


Step 3
Confirm Setup

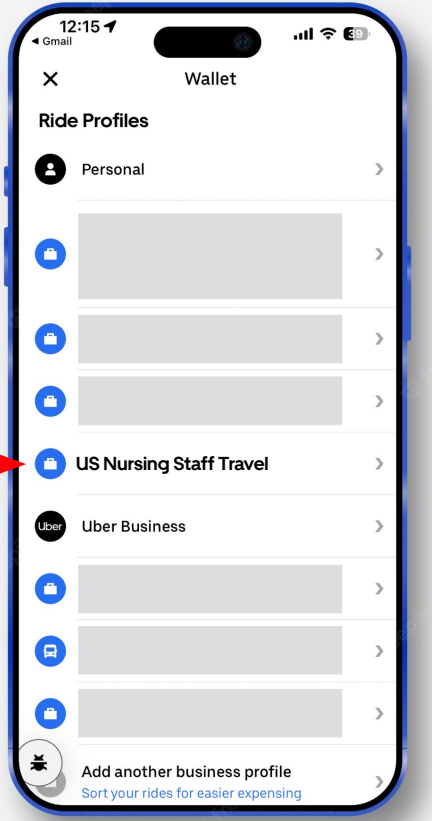
You're all set! **Select "Done"** to add the program to your business account.



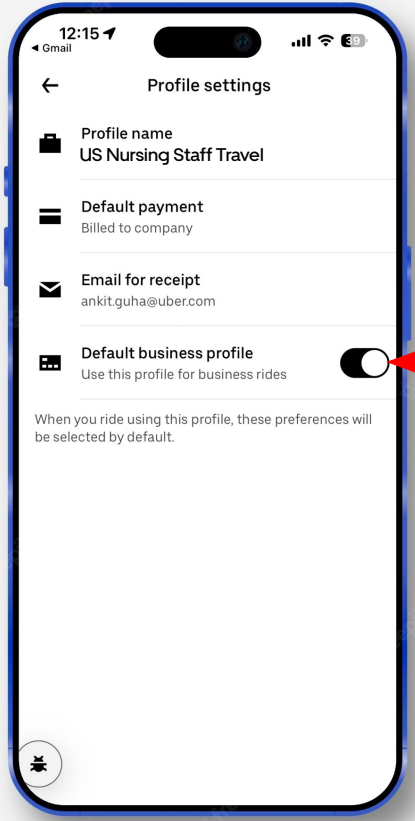
To confirm that your business profile has been added correctly, **click on your profile picture on the top right hand corner ››**



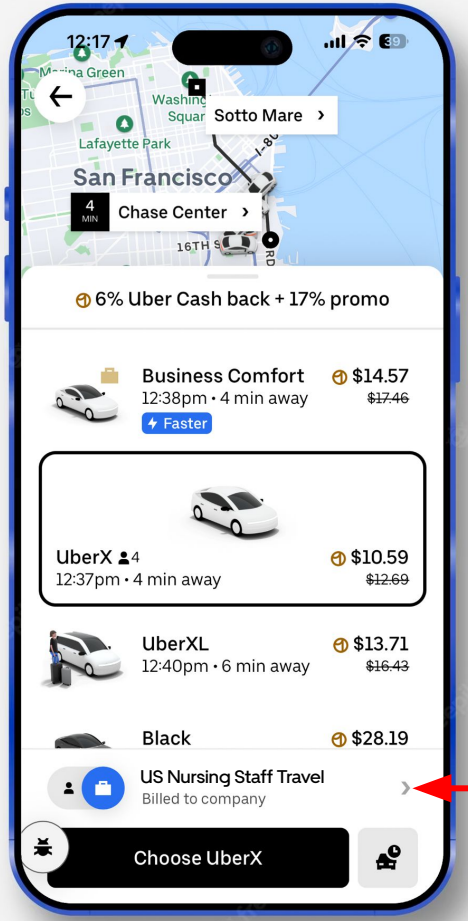
Make sure you see the **US Nursing Staff Travel Travel** under your Ride Profiles



You can **set the program as your default business profile** to save time while booking a ride



Step 4
Ready to Ride



Booking Uber for Work

While booking a ride, **please make sure you see the business profile populate as the payment option *before booking the trip*.**

If your personal card is selected, please tap on the payment method, select the business profile, and then book your trip.