

Uber for Business

Updated July 20, 2026

Travel Application

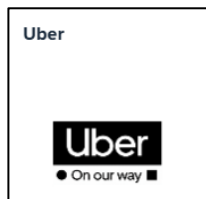
Booking

Helpful Hints

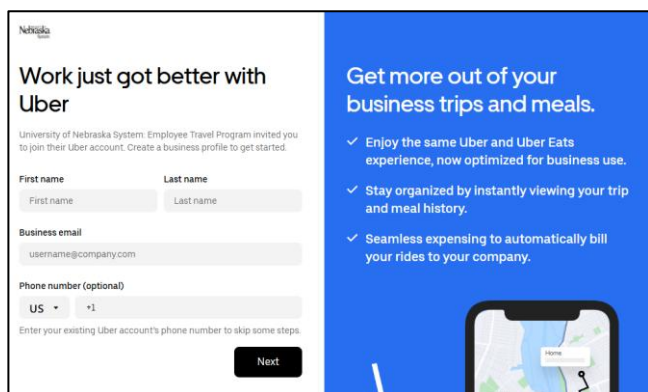
- Connect Uber for Business to an existing personal Uber account or create a new account. Personal trips will never be shared with the University.
- Uber tile in Firefly is only to create an account or connect a personal account to Uber for Business. Rides can only be scheduled via the Uber App.
 - ! Travelers must enter a cost object (cost center or WBS) in the Expense Code field when booking the ride.

Uber for Business: tile in Firefly

Under the Travel & Expense Reporting tile, click the Uber tile to launch the sign-up page.



Travelers will be asked to enter first and last names and a university email address. This is to activate the traveler profile in Uber for Business, not to schedule rides. Once activated, close the tile.

The screenshot shows a sign-up page for Uber for Business. On the left, there's a form with fields for "First name", "Last name", "Business email" (with a placeholder "username@company.com"), and "Phone number (optional)". Below the phone number field is a "Next" button. On the right, there's a blue sidebar with the heading "Get more out of your business trips and meals." and three bullet points: "Enjoy the same Uber and Uber Eats experience, now optimized for business use.", "Stay organized by instantly viewing your trip and meal history.", and "Seamless expensing to automatically bill your rides to your company." At the bottom of the sidebar is an image of a smartphone displaying the Uber app interface.

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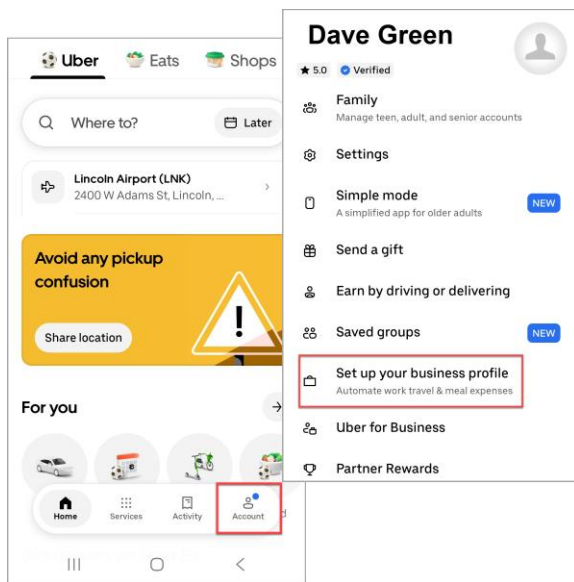
Uber App for Mobile Devices

Not a current Uber user? Create a personal Uber account:

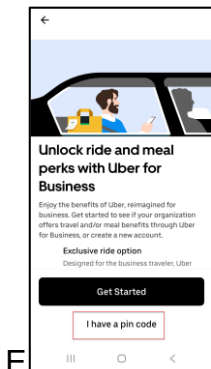
- Visit Google Play for Android, App Store for iPhone, or use the QR code below to download the Uber app to a mobile device. Create a new personal account.



Already have a personal Uber account? Open the Uber app and select *Account*, then scroll down and click *Set up your business profile*.



Select *I have a pin code* and enter *U9B3UR9I*.

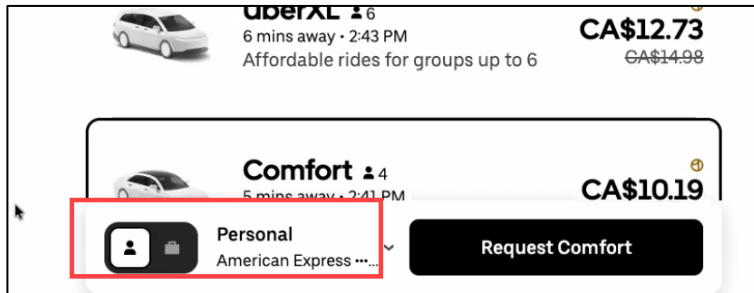


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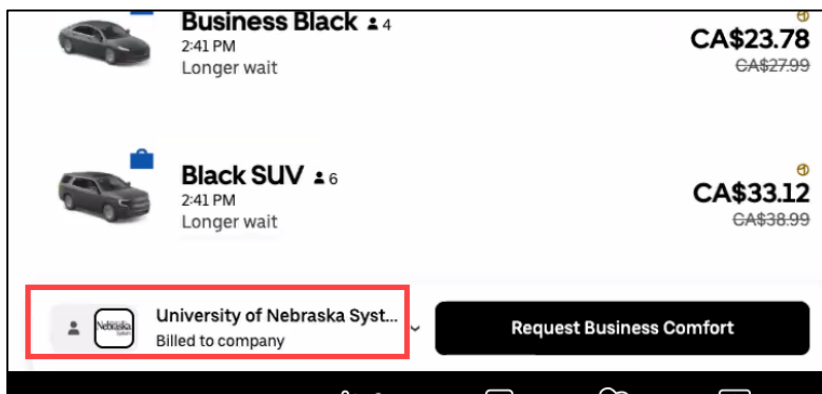
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Schedule a ride with Uber for Business App

Open the Uber app and search for a ride. At the bottom of the screen, toggle to the *University of Nebraska System* account by clicking the *Personal* account button.



Once clicked, the app will show *University of Nebraska System* account.



Proceed with scheduling the Uber ride. **!** Travelers will need to enter a cost object (cost center or WBS) in the Expense Code field when booking the ride.

Travelers will need to keep the Uber receipts and submit with an expense report.