

Dear Faculty and Staff,

The [Procurement, Travel & Card Programs Team](#) at Stony Brook University has partnered with Uber for Business to offer a more convenient option for your business travel. By enrolling in this free program, you can significantly simplify your Concur expense report process for Uber trips and unlock exclusive travel rewards.

Important: Individual Enrollment is Required

Please note: While Stony Brook University is enrolled in the program, each individual employee must complete their own enrollment to use the features. If you've received an email from Uber stating you've been enrolled, this may be confusing. While the university has set up the framework, **your participation is entirely optional**. You must actively choose to enroll your personal Uber account to link it for business use.



Getting Started (Optional Enrollment)

To enroll, simply click "Accept Invite" from the email you received from Uber for Business, or visit the [Uber website](#) to create an [Uber Business Profile](#).

Key Benefits

- *Simplified expense reporting*: The process for reporting Uber trips will be much simpler. Business and personal trips can be separated, E-receipts will automatically appear in your Concur portal, and most fields in your expense report will be auto-populated for Uber for Business trips.
- *12 months free Uber One membership**: Unlock 6% Uber One credit on eligible rides, receive priority pickups and protect yourself from surge pricing on both personal and business trips with your enrollment. Also, eligible food and grocery orders in your personal Uber account will receive a \$0 delivery fee.**
- *Enhanced rewards*: Unlock more benefits by linking your Uber account with [Delta SkyMiles®](#) or [Marriott Bonvoy®](#).
- *Stress-free travel*: Learn more about [Uber's advanced safety features](#).

How to Switch Payment Guide

- [Managing business account payment methods](#)
- [How to switch between personal and business profiles](#)

Additional Links

- [Uber for Business support topics](#)
- [Corporate travel, food and delivery services](#)
- [Uber for Business travel safety features](#)
- [Uber safety](#)

We hope this new program will improve your business travel experience. For those who use Lyft, stay tuned for a separate communication shortly about how to activate a Lyft for Business account. Contact our [Concur Help Desk](#) at any time with questions.

Safe travels,
Travel & Card Programs
Procurement Office
Division of Finance
(631) 632-6010
[View our Website](#)

**After the conclusion of your 12 month free Uber One membership, continued membership in the Uber One program would be a personal expense, and not reimbursed by the University.*

***Uber Eats is not permitted as a Stony Brook business expense.*