# Auto-expensing your **Uber rides**







# Auto-expensing your Uber rides

## For EXISTING Uber riders

# 1. Payments

To start enabling the auto-expense feature, visit 'PAYMENTS' in the app menu



## 2. Tap 'Business'

From the Payments screen tap on 'Business' profile or create a business profile

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#### 3. Tap 'Expense Provider'

From your Business Profile screen, tap on 'Expense Provider'

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# Auto-expensing your Uber rides

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### 4. Select 'Serko Zeno'

From the Expense Provider list, tap on Serko Zeno



# 5. Confirm Email

To activate the integration, please confirm that the email listed is associated with your Serko expense login.



# 6. Verify work email

A verification email has been sent to your email address.

Uber will start sending business trip receipts to your expensing platform after you verify your work email.

