

Auto-expensing your Uber rides

Uber
for Business

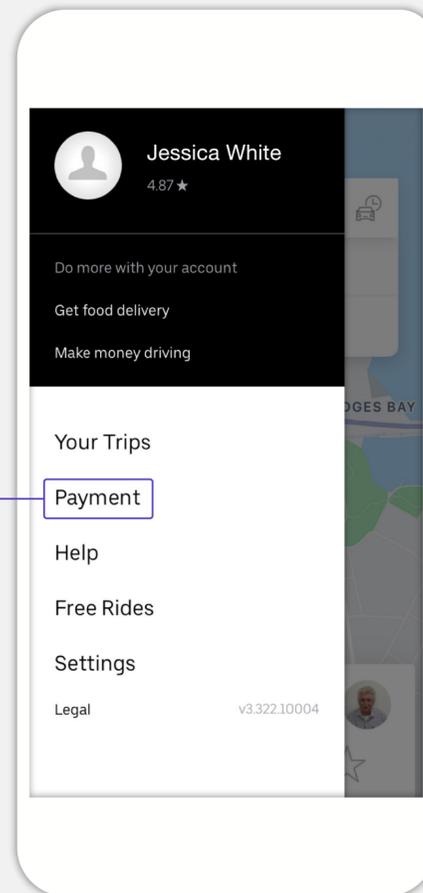


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For EXISTING Uber riders

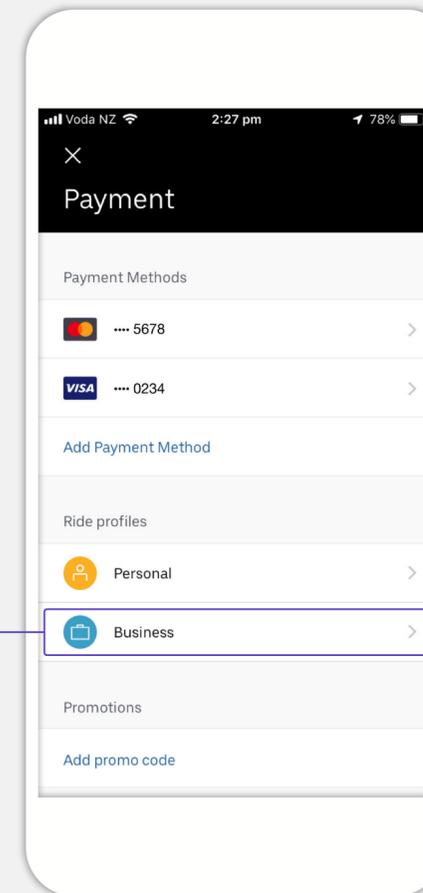
1. Payments

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



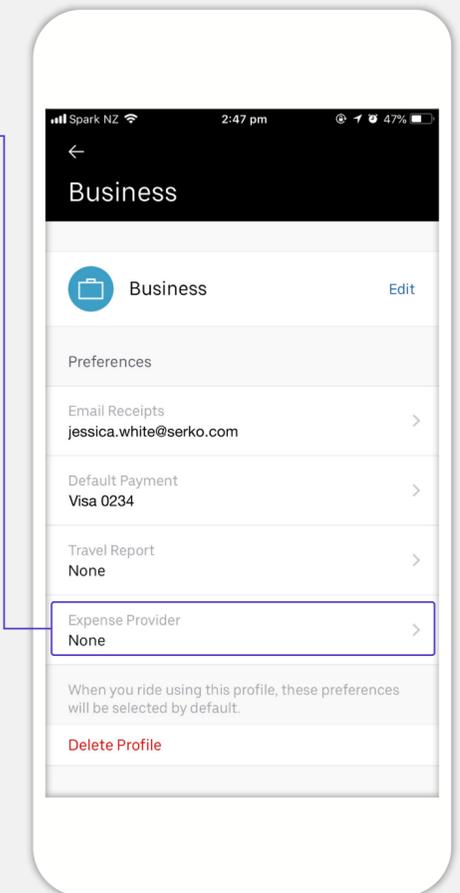
2. Tap 'Business'

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



3. Tap 'Expense Provider'

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

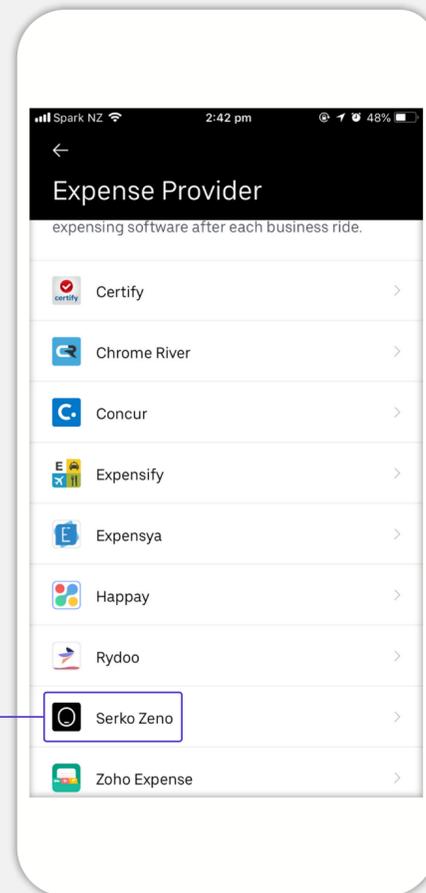


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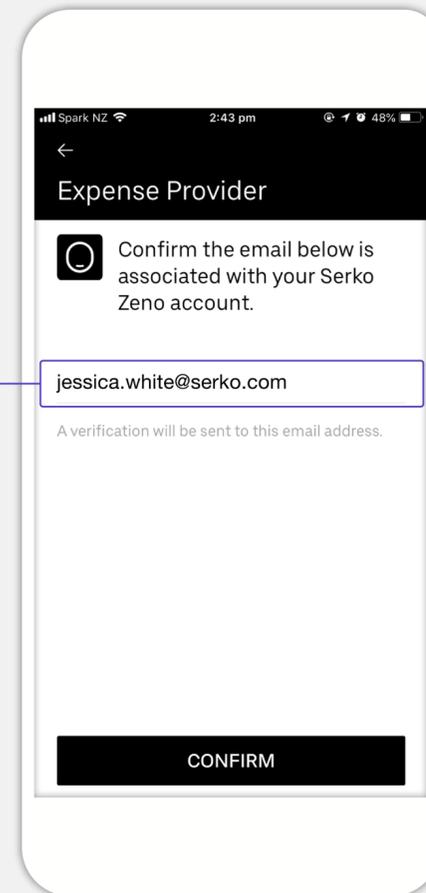
4. Select 'Serko Zeno'

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 Zeno 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.

