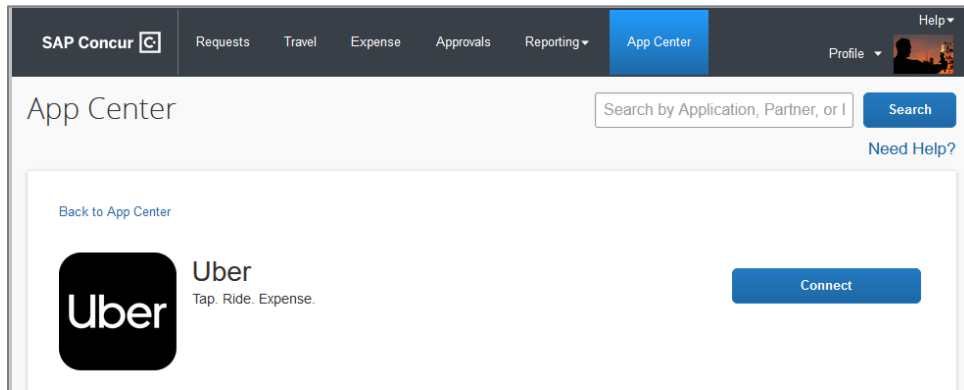


Concur Connectivity via Popular Travel Apps

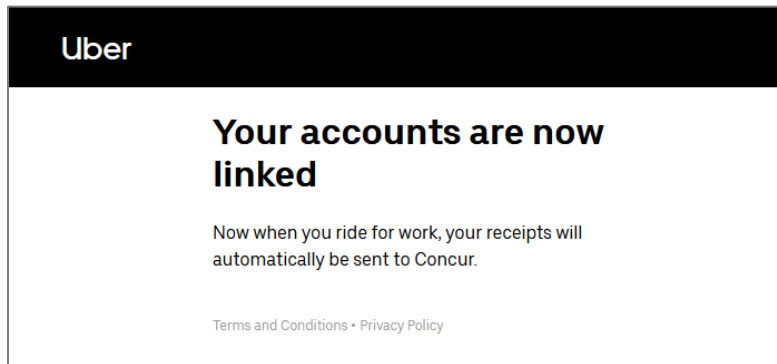
Concur, the University’s travel platform, is equipped with many integrations to improve the traveler’s experience booking or managing travel. One such integration is with the popular mobile apps, such as Uber. Travelers can create a connection between Uber and Concur to be able to request, ride, pay, and automatically expense rideshare services from their mobile phone. Travelers will need an Uber account to create the connection with Concur and the [Uber app](#) downloaded to a mobile device.

Connecting Uber to Concur

Log in to Concur via travel.tennessee.edu with your UT NetID credentials and select the App Center from the navigation bar. From the Concur App Center, search for Uber, select the standard Uber option and click the Connect button to start the process of connecting your Concur profile. **NOTE:** Do not select the Uber for Business version.



Follow the onscreen prompts to review Terms & Conditions then enter the mobile number and password affiliated with Uber account that is to be connected. If you have not created an Uber account, you may do so during this process.



Sending Uber Rides to Concur

When Concur and Uber are connected, the traveler will notice a Concur or Business log as a Payment Option when choosing Ride. When Concur or Business is selected, the Uber app will automatically send e-receipts to the traveler’s Concur profile. Travelers will still be able to select Personal for non-business Rides or disconnect from Concur via Payment Options for Business under the Expense Provider area.

If you have questions or need additional assistance utilizing the University’s travel system, please contact travel@tennessee.edu.