Uber: Settings and Options

Updated September 9, 2026

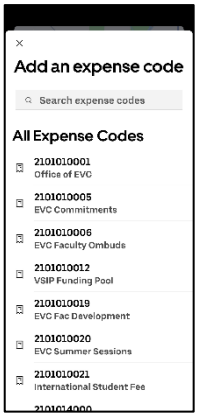
Travel Application

Uber

Helpful Hints

Travelers need to first link a personal account to the University of Nebraska System: Employee Travel Program.

Select a Cost Center or WBS



When scheduling a ride with Uber for Business, the traveler or the delegate must search and select a cost center or WBS from the *Expense Code* dropdown field. After the initial use, the most recently used cost object will default to the code field.

Set Default Tip Amount

Employees can set their default business profile tip to 20% directly within a personal Uber app.

Note: University of Nebraska travel policy only allows for a maximum of 20% on tips.

Set the default business profile tip to 20%:

1. Open the Uber App and navigate to *Account* > *Settings* > *Ride Preferences.*
2. Tap *Tip automatically*.
3. Select *20%* as the default.

Request Voucher Dashboard

The University provides a voucher system for non-university travelers. Dashboards are created for individual department use. Details are outlined in this help video. To request access, fill out this form and select Request Uber Dashboard.

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Add Personal Card to Use Uber Reserve

To use Uber Reserve (pre-scheduled rides), travelers will need to have a personal credit card number stored in the mobile app's wallet as a backup for any potential cancellation/no-show fees*.

- In the Uber app, go to Account > Wallet.
- Add a personal card directly to the app.
- Return to the Uber home screen and select University of Nebraska System employee travel program to continue with ride reservation.

*no-show of pre-scheduled rides cannot be reimbursed.

Obtain Price Estimate

Travelers can obtain an Uber price estimate before scheduling a ride.

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