

Statewide Travel Program Rideshare 101

The Statewide Travel Program (STP) offers rideshare services through Uber for Business (U4B). Agencies that participate in STP have are able to utilize rideshare services for business travel through U4B. This allows travelers to charge their agency directly for rideshare services.

How to use U4B

Download the App

You must have a personal Uber account. Reach out to your agency Travel Coordinator(s) for information on how to add the U4B account.

Book a Ride

Set your current location. Toggle payment from personal to your agency. Search rides. Select the ride type.

Pay

Your agency will be directly charged. Pay any tips with a personal card.

* Proper Usage of U4B

- All U4B charges are subject to audit.
- You will personally reimburse the organization for unauthorized charges/fees.

** Permitted Vehicle Class

- Choose UberX or Uber Pool.
- Choosing vehicles in higher classes require a justification.
- Uber "Reserve" is prohibited for state use.

*** Safety Tips

Verify that the license plate number, car make and model, and driver name match the information in the app before entering vehicle.

Only make payments through the app.

Tipping

- You may tip the driver.
- Tips cannot exceed \$2.00 or 20% of the ride cost – whichever is greater.
- Tips are billed to a personal payment method and can be submitted for reimbursement.
- See [CalHR's online manual](#) for tip guidance.

7 Best Practices to Using Rideshare Services

Always conduct a cost comparison before traveling to ensure the rideshare is the most cost-effective method.

Only use U4B for official government business.*

Never use U4B for personal travel or commuting purposes.*

Use the permitted vehicle class.**

Always add a business reason for taking a ride in the "Expense Memo" field.

Wait to request a ride until after you've claimed your luggage at baggage claim.

Follow [Uber Safety Information](#) as a guideline when using U4B.***

Avoid Surge Pricing

Walk to a different pick-up location outside of the surge area.

Wait a few minutes for the application to update.

Avoid rush hour.

Plan around big events like concerts or sports games.

Wait times fees are not reimbursable.

Reservation fees are not reimbursable. This includes Uber Reserve.

Additional Resources

- [Rideshare and Ground Transportation Resources](#)
- [STP Training Resources](#)
- [CalHR 2203 Allowances and Reimbursements](#)
- [Uber Safety Information](#)