

Uber: Add a Delegate

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Travel Application

Uber

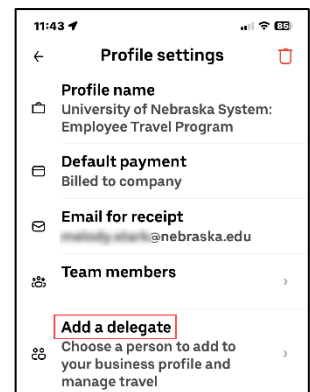
Helpful Hints

- Travelers need to first link a personal account to the University of Nebraska System: Employee Travel Program.
- A delegate can schedule rides for other University of Nebraska employees.

Procedure

Within the Uber App, click into Account/Profile settings.

- Click the *Wallet* icon on the screen.
- Scroll down and select *University of Nebraska System*
- Click the option to *Add Delegate* and enter the email address of the delegate.
- Check the terms box and click *Add Delegate* at the bottom.



An email will be sent, stating [employee] has added [delegate] as a delegate on their University of Nebraska System: Employee Travel Program business profile. Delegates can:

- Request and monitor rides: book or edit trips and track live trip progress.
- Track expenses: download receipts, access trip details, and view trip history.
- Switch between profiles: move between own profile and a delegate profile.