

Nexonia's Uber Integration for Expenses

With Nexonia's mobile **Expenses application, version 11.5** - we have added support for Uber. Nexonia users can now easily request Uber rides from our mobile app and select the completed rides that they want to expense. Nexonia will generate the receipt for them and link it to a pre-filled expense entry with relevant information from the selected ride.

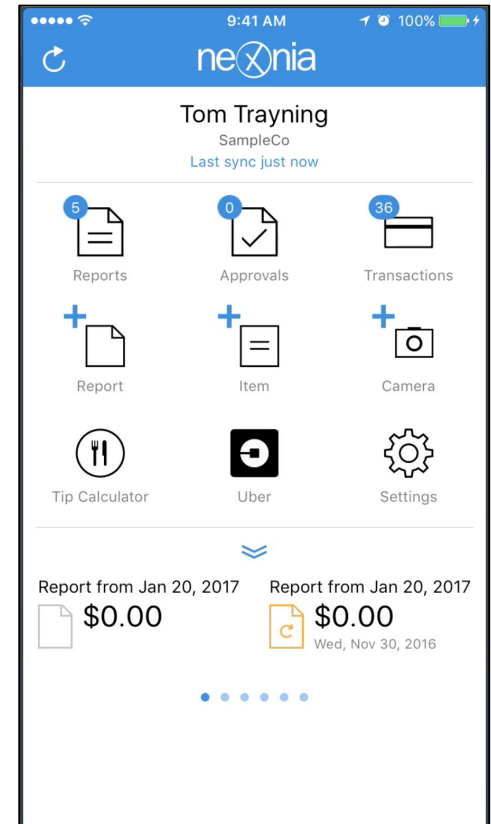
There is no additional cost to use this feature. The feature will need to be enabled by the Administrator on the account, in the Features, then the individual users may enable the Uber option on their mobile app. They can also choose to remove the option by editing the mobile app settings.

Administrator Instructions

To enable Uber integration on your account, log in to Nexonia on the web:

1. Navigate to **Settings > Features**
2. Edit your company **Features**
3. Scroll to the "**Uber Enabled**" feature at the bottom of the **Features** menu, and switch to "Yes".
4. Click the **Apply** button to save.

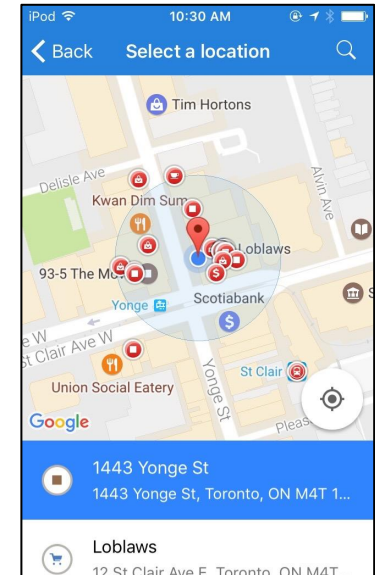
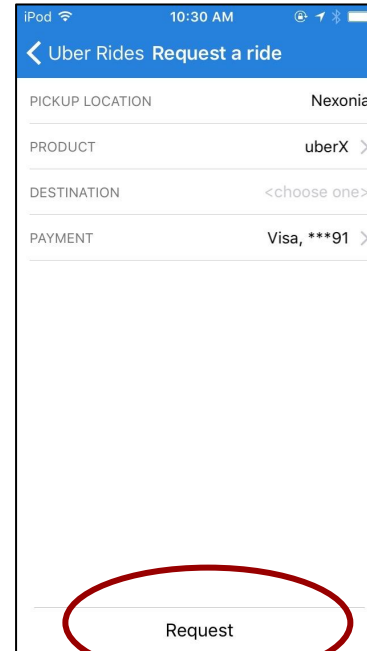
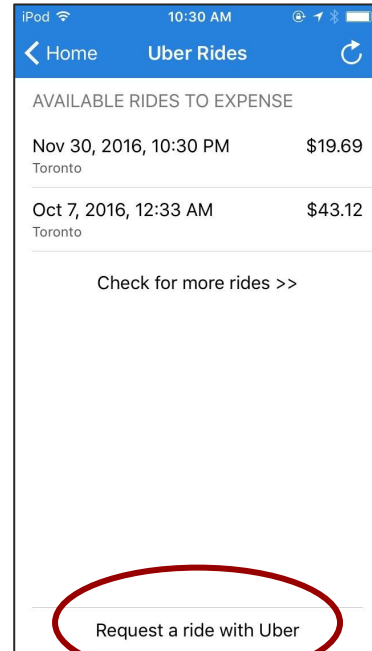
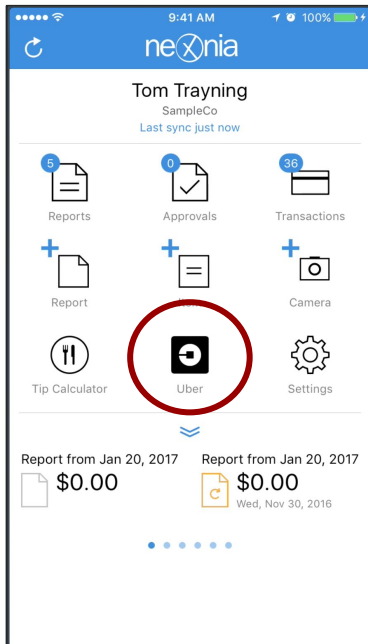
Uber will now be available to your mobile expense users.



Uber: Request a Ride

To request a ride:

1. Tap the Uber icon.
2. Tap "Request a Ride with Uber".
3. Enter in your ride details - you can enter pickup and destination, select the Uber service, and payment method.
4. Tap "Request".



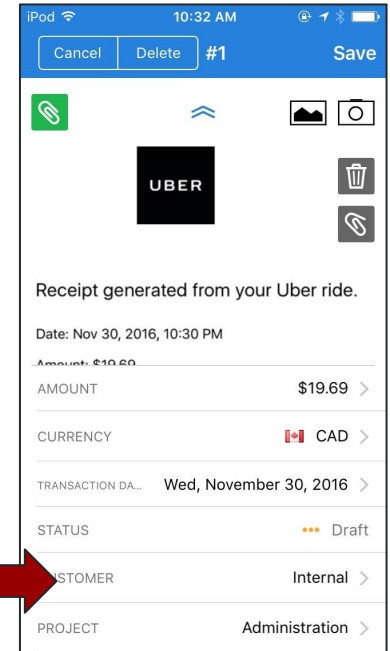
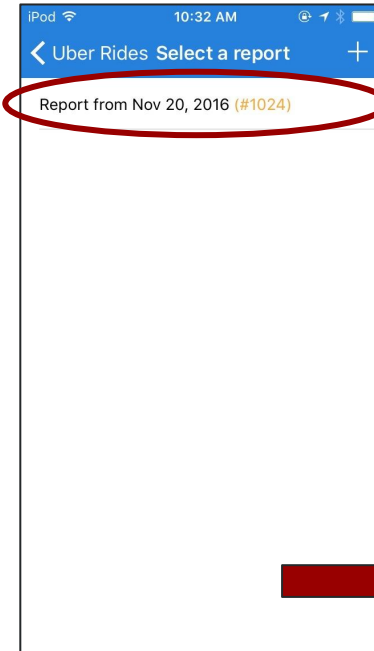
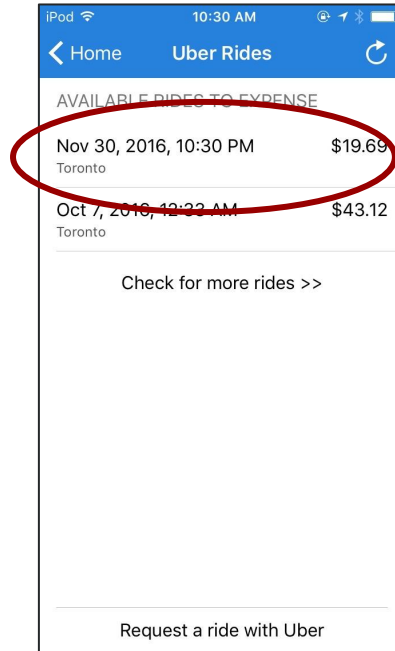
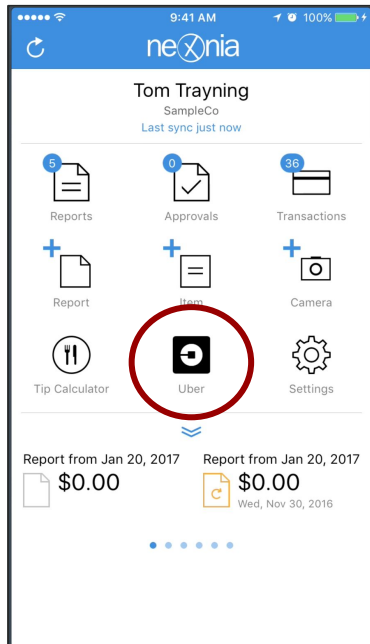
Locations are powered via Google Maps - for **Pickup** you can tap a location, type an address into the search, or drag the pick-up spot across the map.

For **Destination**: type in the address or name of your destination and Google will search for the address.

Uber: Adding A Ride to Your Expense Report

To add a ride to your expense report.

1. Tap the Uber icon.
2. Tap the ride you wish to add to your report - note, you'll only see rides requested via Nexonia.
3. Tap or create the report you're adding to.
4. You'll now see the ride converted into an expense item - add your details and tap "Save".



Nexonia's Uber Feature: User Tips

If you don't see the Uber icon on your mobile app home screen:

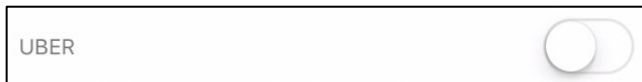
- Make sure you've updated the mobile app to at least version 11.5 - if you're not sure which version you're using, tap the "About" icon on your homescreen.
- Check your mobile settings to ensure it's enabled - **Settings > Uber** should be enabled to Green.



- Check with your internal administrator whether they've enabled the feature on the company account.

If you want to remove the Uber icon:

- On your mobile app, navigate to **Settings**, scroll down to the **Uber** setting and tap the switch to deactivate.



"I don't see my ride in my available rides."

- Only rides requested from Nexonia's Uber feature will be imported into Nexonia from Uber. If the ride was requested directly from Uber, then you'll need to create the expense either manually or from an integrated credit card transaction.

"I don't see a map on my receipt."

- The receipts available from the Uber integration are text based. You can attach any additional receipts if you forwarded the emailed receipt to your account or took a screenshot.