Rideshare services provide ground transportation on short notice via a mobile application or business portal.

Lyft Rideshare for University of Colorado

Lyft is now a contracted rideshare partner of the University of Colorado providing ground transportation solutions for a variety of department needs. Schools and departments can now work with Lyft to set up transportation programs that meet program-specific transportation needs at the department’s expense. Examples of how departments may utilize Lyft for official university business transportation needs are:

- Campus visitor transportation
- Event transportation
- Business travel direct billing
- Patient or healthcare transportation to support research/studies
- Student on- and off-campus mobility enhancement programs

Program Options

Lyft Pass: An automated way to move your people (learn more)

- Fully or partially cover the cost of rides for eligible riders with a custom Lyft Pass program – either Recurring or One-Time
  - Recurring Pass - Automated solution for recurring rides
    - Allows you to assign a monthly dollar amount to program participants they can use toward Lyft rides each month
    - Customizable: you can restrict rides by date, time and location and customize the value to maintain control over your program budget while ensuring rides are used as intended
    - Departments provide a list of eligible riders for the Lyft Pass, eligibility determined by your university email address
  - One-Time Pass – For one-off events or non-recurring rides
    - Departments can issue a paid Lyft Pass for one-off event transportation needs and for rides for non-recurring programs
    - Can be restricted by date, time, location, max redemptions and value
Event codes can be set up directly in the Lyft Events Portal [3]
- Share Lyft Pass with riders via text, email, or Lyft promo code
- Potential use cases: Shuttle augmentation, late night event transportation, approved student transportation, campus visitor ground transportation, research program participant rides

**Concierge: Web-based portal for booking trips on a rider’s behalf (learn more) [4]**

- Enables department staff to request and facilitate rides for people who don’t have a Lyft account
- Provides a user-friendly booking interface compatible with any internet-enabled device
- Potential use cases: Emergency ride home dispatch, rides to/from campus health centers, research program participant ground transportation, approved student transportation, class/group excursion/travel, dispatch rides for on-campus visitors

**Business Profiles: Allows faculty and staff to link to the CU account**

- Hassle-free expensing for rides taken during business travel (integrates with Concur Expense)
- A simple way for faculty and staff to separate business-related rides from personal Lyft rides
- Potential use cases: Faculty and staff business travel; streamlines traditional expensing process

**To get started with Lyft Pass or Concierge, please reach out to the Lyft team at edu-ride-programs@lyft.com [5].**

**To get started with a Lyft Business profile, please follow the instructions found in this Lyft Business Profile support article [6].**

**Lyft FAQs**

**How do I sign up for an account or get more information?**

For additional information or to set up a Lyft program, please reach out to the Lyft team at edu-ride-programs@lyft.com [5]

**How are these rides billed?**

Rides are billed by Lyft via monthly invoice, and you can pay via PO in CU Marketplace or by setting up your account to pay for non-employee transportation expenses on a Procurement Card (if under $5k). For non-employee and employee ground-transportation expenses, a Travel Card can also be used up to $5k as well. Your department is responsible for covering the cost of your Lyft programs.

**How much does it cost to create a Lyft program?**

It is free to set up a department program, and you are only billed for the actual cost of rides
taken. If no rides take place, even if extended through a Pass or by Concierge, then you are not charged. There are no minimum fees or upfront payments. You can view the Lyft rate card for your city at this website [7].

**Do we get discounts on Lyft or free rides?**

No, you will not receive free rides or discounted rates when you create a Lyft program. You can view the Lyft rate card for your city at this website [7]. The program is designed to provide flexibility in coordinating ground transportation for official university business needs.

**How do I create a Lyft Business Profile with automatic receipt forwarding in Concur?**

You'll need to first create a self-managed Lyft Business Profile [8] in order to enable automatic receipt forwarding [9] to SAP Concur Expense. Once you've set up your Business Profile:

- Open the Lyft app, then tap the menu in the top left
- Select 'View profile'
- Select 'Business profiles'
- Select 'Receipt forwarding' to select your provider
- Select 'SAP concur' from the list of available expense integrations
- You'll be redirected to the login page for SAP Concur Expense. Enter in your login email address and password for SAP Concur Expense
- Select 'I Agree' on the Terms & Conditions

**Can I use a Lyft Pass or Concierge-arranged ride in place of business mileage reimbursement?**

When traveling to work sites other than the primary work location, the university reimburses actual mileage, less the employee’s normal daily commute. Ground transportation, including Lyft Pass/Concierge, are not allowed in place of business mileage when an employee is not in travel status. Please refer to the [Ground Transportation policy in the PSC Procedural Statement for Travel](#). [10]

**Tips For Riding Smart with Lyft**

- Verify your ride by making sure the license plate number, driver information, and car make and model match what you see in the app.
- Share your location and route with a friend or loved one from within the Lyft app so they can follow your ride in real-time.
- Follow the Lyft vehicle on GPS via the app.
- Ask the driver to say who they are picking up.
- Learn more about how to ride smart with Lyft [11].
Resources

- Access Concur login via your campus portal
- University Risk Management - Travel
- Christopherson Business Travel - Non-Employee Travel Request Form
- Preferred Hotel Program (Local)
- U.S. State Department Smart Traveler Enrollment Program
- Request to Reassign Airfare Charges
- Meals & Incidentals (M&IE) rates and breakdown (Per Diem)
- Calculating Reimbursable Mileage and Ground Transportation

Related Articles

- Concur Expense: Identifying Delegates in Concur
- Concur Expense: Managing Itineraries & Travel Allowance (Per Diem/Meals) for Employees
- Concur Expense: Determining Reimbursement (or Owed) Amounts on Expense Reports
- Concur General: Acting as a Delegate or Travel Arranger
- Concur Request: Creating and Submitting Travel Pre-Approval Requests
- Concur Travel: Requesting Cash Advances for University Trips
- Concur Travel: Booking Airfare in Concur
- Concur Travel: Booking Lodging
- Concur Travel: Booking Rental Cars
- Concur Travel: Using the Travel Card to Pay for Travel Meals
- CU Travel: Booking Non-Employee Travel
- CU Travel: Unused Airfare Funds Report

SEARCH ALL ARTICLES

Policies and Procedures

- APS 4024 - Travel Authorization Policy
- PSC Procedural Statement: Travel
- PSC Procedural Statement: Cash Advances
- Finance Procedural Statement: Business Expense Substantiation & Tax Implications
- Internet Airfare

VIEW ALL PROCEDURES

Source URL: https://www.cu.edu/psc/travel/booking-travel/rideshare

Links