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Rideshare [1]

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)* [2]

- 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

To get started with Lyft Pass, reach out to the Lyft team at?edu-ride-programs@lyft.com [4].

?**Concierge: Web-based portal for booking trips on a rider's behalf *(learn more)* [5]**

- 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

To get started with Concierge, reach out to the Lyft team at?edu-ride-programs@lyft.com [4].

Business Profiles: Allows faculty and staff to link to the CU account (enroll here [6])

- Earn Lyft Rewards [7] when using Lyft for business-related rides
- 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

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 [4]

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 [8].

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 [8]. 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 [9] in order to enable automatic receipt forwarding [10] 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 milage 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 [11].

What should I do if I'm in an accident while in a Lyft vehicle?

If there is an accident while you are a passenger in a Lyft vehicle, your driver should take appropriate action to report the accident to the appropriate authorities and Lyft. As a passenger, you should:
• Seek medical attention if needed
• Provide contact information and incident details to the authorities if required
• Document the details of the accident for your records – consider taking photographs
• Report the accident to Lyft [12]

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 [13].

Resources

- Travel FAQ [14]
- Access Concur login via your campus portal [15]
- University Risk Management - Travel [16]
- Christopherson Business Travel - Non-Employee Travel Request Form [17]
- Preferred Hotel Program (Local) [18]
- U.S. State Department Smart Traveler Enrollment Program [19]
- Request to Reassign Airfare Charges [20]
- Meals & Incidentals (M&IE) rates and breakdown (Per Diem) [21]
- Calculating Reimbursable Mileage and Ground Transportation [22]
- Travel Support and Experience Form [23]

Related Articles

- Concur Expense: Identifying Delegates in Concur [24]
- Concur Expense: Managing Itineraries & Travel Allowance (Per Diem/Meals) for Employees [25]
- Concur Expense: Determining Reimbursement (or Owed) Amounts on Expense Reports [26]
- Concur General: Acting as a Delegate or Travel Arranger [27]
- Concur Request: Creating and Submitting Travel Pre-Approval Requests [28]
- Concur Travel: Requesting Cash Advances for University Trips [29]
- Concur Travel: Booking Airfare in Concur [30]
- Concur Travel: Booking Lodging [31]
- Concur Travel: Booking Rental Cars [32]
- Concur Travel: Using the Travel Card to Pay for Travel Meals [33]
- CU Travel: Booking Non-Employee Travel [34]
- CU Travel: Unused Airfare Funds Report [35]

SEARCH ALL ARTICLES [36]

Policies and Procedures

- APS 4024 - Travel Authorization Policy [37]
- PSC Procedural Statement: Travel [38]
- PSC Procedural Statement: Cash Advances [39]
- Finance Procedural Statement: Business Expense Substantiation & Tax Implications [40]
- Internet Airfare [41]

VIEW ALL PROCEDURES [42]

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

Links
[1] https://www.cu.edu/psc/travel/booking-travel/rideshare [2] https://www.lyft.com/business/launch-guides/lyft-pass [3] https://www.lyft.com/events [4] mailto:edu-ride-programs@lyft.com
[5] https://www.lyft.com/business/launch-guides/concierge/admin
[6] https://account.lyft.com/auth?next=https%3A%2F%2Fwww.lyft.com%2Frider%2Fbusiness-profiles%2Finvites%2F2MLMCM8U&v=lyft-rider-business
[7] https://support.lyftbusiness.com/hc/en-us/articles/10512479877395-About-Lyft-Business-rewards?_gl=1*1cdvjn6*_gcl_au*NjcwOTIwNzA0LjE3MjAwMjg1NDA. [8] https://www.lyft.com/rider/cities
[9] https://support.lyftbusiness.com/hc/en-us/articles/360001622708-Creating-an-individual-business-profile [10] https://support.lyftbusiness.com/hc/en-us/articles/360001599527-Streamlining-expensing-with-receipt-forwarding [11] https://www.cu.edu/psc-procedural-statement-travel#ground
[12] https://help.lyft.com/hc/en-us/all/articles/360018628473-Report-an-accident-or-collision
[13] https://help.lyft.com/hc/en-us [14] https://pschelp.cu.edu/s/frequently-asked-questions
[15] http://my.cu.edu/ [16] https://www.cu.edu/risk/travel
[17] https://legacy.cbtravel.com/business/request/cutravel/ [18] https://www.cu.edu/psc/travel/preferred-hotel-program [19] https://step.state.gov/ [20] https://www.cu.edu/psc/forms/request-reassign-airfare-charges [21] https://www.gsa.gov/travel/plan-book/per-diem-rates?gad_source=1
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[23]
https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.cloud.microsoft%2Fr%2FZs579ACBQz
[24] https://pschelp.cu.edu/s/article/Concur-Expense-Identifying-Delegates-in-Concur
[25] https://pschelp.cu.edu/s/article/Concur-Expense-Adding-and-Managing-Travel-Allowances-Per-Diems-Employees [26] https://pschelp.cu.edu/s/article/Concur-Expense-Determining-Reimbursement-or-Owed-Amounts-on-Expense-Reports [27] https://pschelp.cu.edu/s/article/Concur-General-Acting-as-a-Delegate-or-Travel-Arranger [28] https://pschelp.cu.edu/s/article/Concur-Request-Creating-and-Submitting-Travel-Pre-Approval-Requests [29] https://pschelp.cu.edu/s/article/Concur-Travel-Requesting-Cash-Advances-for-Travel [30] https://pschelp.cu.edu/s/article/Concur-Travel-Booking-Airfare-in-Concur
[31] https://pschelp.cu.edu/s/article/Concur-Travel-Booking-Lodging [32]
https://pschelp.cu.edu/s/article/Concur-Travel-Booking-Rental-Cars [33]
https://pschelp.cu.edu/s/article/Concur-Travel-Using-the-Travel-Card-to-Pay-for-Travel-Meals
[34] https://pschelp.cu.edu/s/article/CU-Travel-Booking-Non-Employee-Travel
[35] https://pschelp.cu.edu/s/article/CU-Travel-Unused-Airfare-Funds-Report [36] https://pschelp.cu.edu/s/
[37] https://www.cu.edu/ope/aps/4024 [38] https://www.cu.edu/psc-procedural-statement-travel
[39] https://www.cu.edu/psc/procedures/cash-advances [40]
https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-business-expense [41] https://www.cu.edu/psc/travel/booking-travel/internet-airfare
[42] https://www.cu.edu/psc/procedures