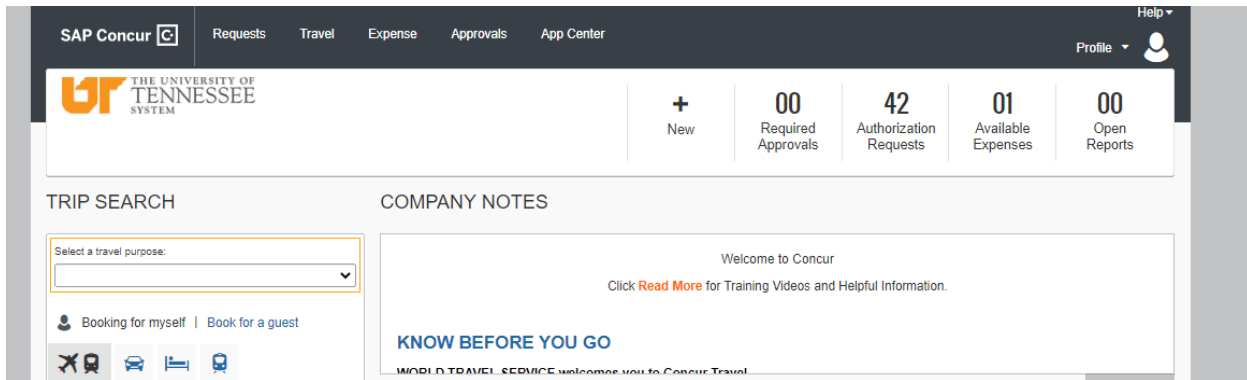
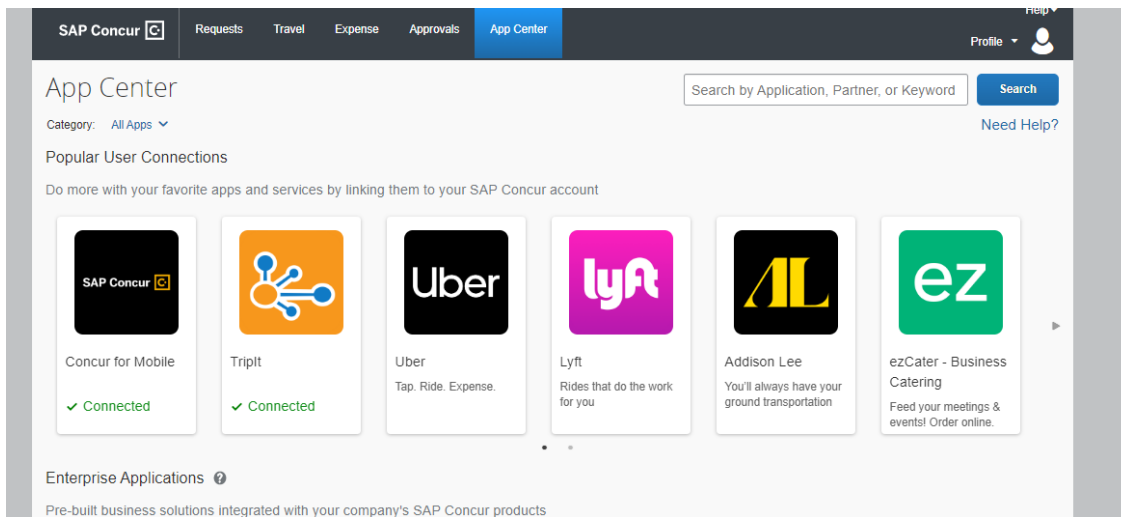


HOW TO AUTOMATICALLY SAVE YOUR RIDESHARE RECEIPTS TO UT'S CONCUR

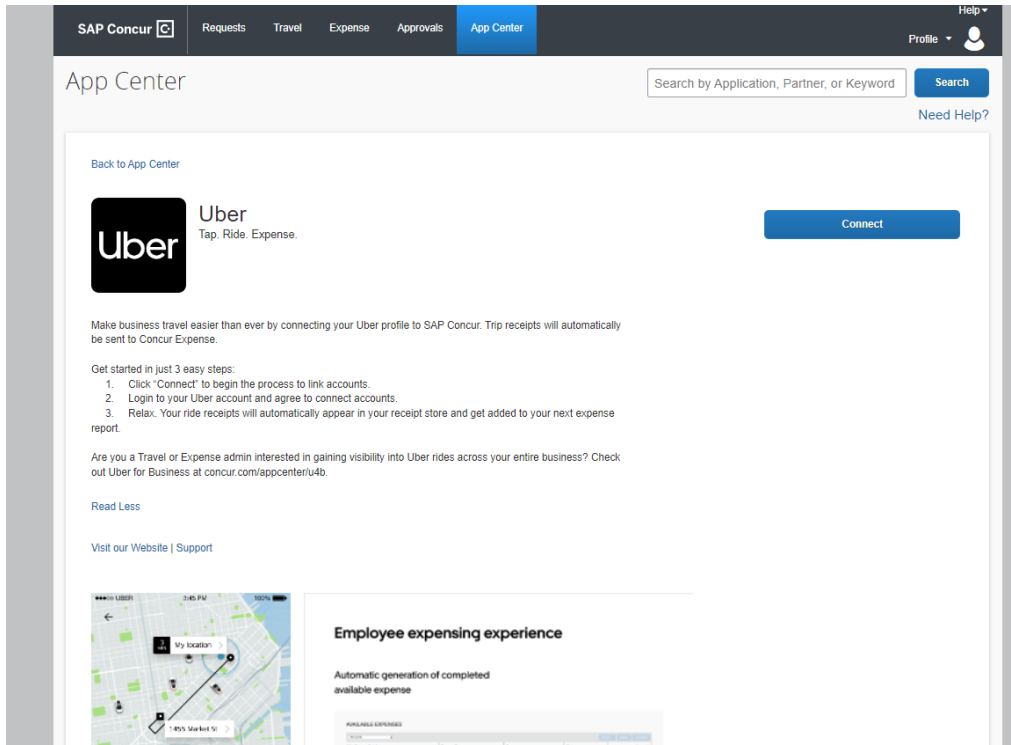
1. If employed on UT's campus, log into <http://travel.tennessee.edu>



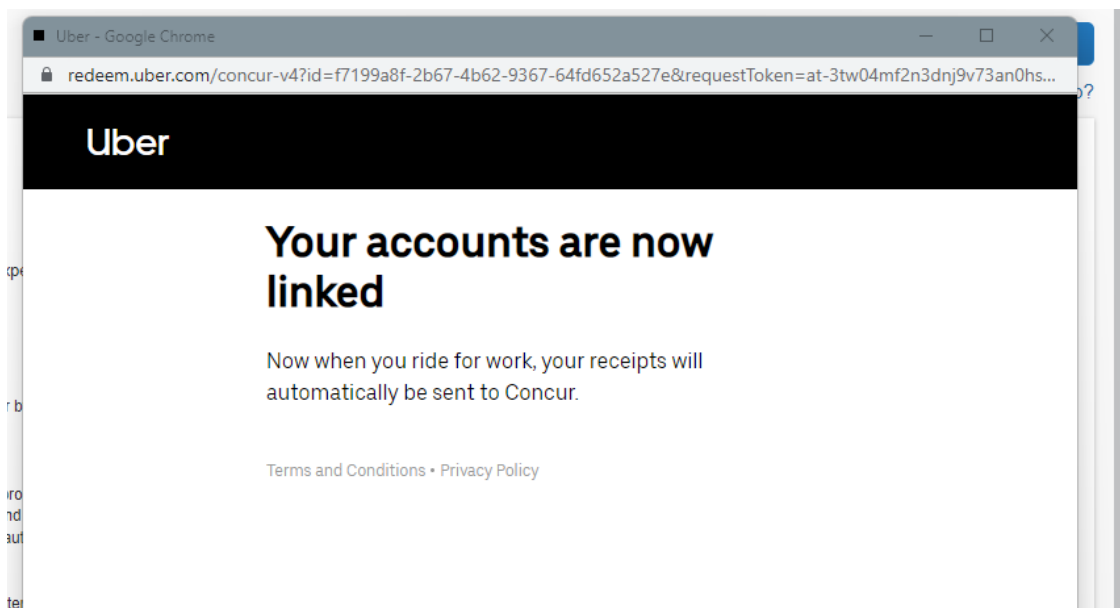
2. Click on App Center



3. Find Uber and/or Lyft and click



4. Click Connect and Follow instructions to log in/ connect:



5. Done! Your receipts will automatically be sent to Concur/ accessible for your Travel Expense Report