

ALTERNATIVE TRANSPORTATION OPTIONS  
**LYFT FOR BUSINESS**



# USE LYFT FOR BUSINESS TRIPS AND RIDE FOR FREE!

Eligible employees can request Lyft rides for business related trips at any time or place. Use the Lyft app to bill qualifying business trips to Stanford Health Care. No expense reports needed!  
Commuter trips between an employee's home and work location are excluded from this program.

- ✓ NO EXPENSE REPORTS
- ✓ DOOR-TO-DOOR EXPERIENCE
- ✓ NO NEED TO DRIVE
- ✓ GET MORE DONE



Sign up to be approved to use Lyft for business trips and use Lyft for Business instead of driving for qualifying business trips! With a Lyft for Business account, business-related trips will be billed directly to Stanford Health Care from the Lyft app. No expense reports needed.

Commute trips between an employee’s home and work location are excluded from this program.

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- ✓ **DOOR-TO-DOOR EXPERIENCE**

- ✓ **NO NEED TO DRIVE**
- ✓ **GET MORE DONE**

### WHO’S ELIGIBLE:

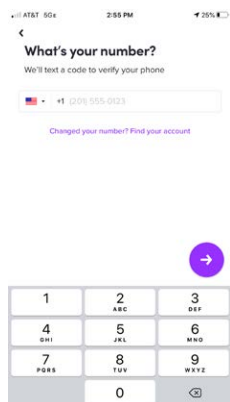
Approved employees of Stanford Health Care.

### BENEFITS:

Use Lyft door-to-door service for qualifying business trips, such as trips to a meeting from a work location, or for trips involving business travel. Using Lyft for business trips removes the need to have a personal car at work. Just use Lyft and make productive use of work time by conducting business during the Lyft ride. Commute trips between an employee’s home and work location are excluded from this program.

### HOW TO SIGN UP:

1. Download the Lyft app and establish a personal Lyft account\*.
2. Go to SHC Connect and connect to “SHC ServiceNow”
3. Click on “Request Services”
4. In the “Categories” box, select “Access”
5. Select “Other Access” on the Access Request form and write “Lyft for Business” in the Notes/Comments section.
6. Enter your Business Justification and then submit the form
7. When your request is approved, you will receive an email invitation from Lyft to set up your Lyft Business profile. Set up your Business profile.
8. When booking Lyft rides, select if each trip is a Business or Personal trip using the purple highlight on the Payment screen on the bottom left.
9. Enjoy the ride!



\*A personal Lyft account is necessary to establish a Lyft for Business account. Your Personal Profile and Lyft for Business Profile will be connected to your singular Lyft account. Trips made on your Lyft for Business profile will be billed to SHC. Trips made on your Personal profile will be billed to you. This makes it seamless to switch between your Personal Profile and Business Profile without having to sign in and out of two separate Lyft

### HOW TO DEACTIVATE CORPORATE LYFT



<https://www.stanfordmedicinetransportation.org/deactivating-lyft-business>