



# Lyft for Business

**Lucile Packard Children's Hospital will pay business meetings transportation costs for off-site employees through Lyft for Business!**

## lyft business



### How to Sign Up

Go to **Access HR**



Under **Employee Self Service**, click **Lyft Request** tile\*



Click on **Lyft Policy** link and review; click **submit**



Employee will receive an email from **PeopleSoft** once the request is approved



Within 24-48 hours of approval, employee will receive an email from **Lyft**

### Lyft Advantages

- **Automated Expensing** - With the new Lyft program, approved employees can bill business-related trips directly to Lucile Packard Children's Hospital from the Lyft app - no expense reports needed
- **Easy Access** - By using a Lyft ride, employees can request Lyft rides at any given time or place and save time by cutting down the amount of time it takes to park/walk
- **Increased Productivity** - Catch up on emails, make phone calls, or work on a project while in transit
- **Reduce Parking Demand**

\*Employees' locations need to be offsite in order to see "Lyft Request" tile under Employee Self Service