

## UBER RIDESHARE REQUEST FORM

Use this form to request the setup of Rideshare Service with Uber. The Signed Spending Plan must show:

- The service is approved, and
- There are enough authorized units to pay for the service.

Complete and sign this Request Form. Then, email it to [PPLCASDP@pplfirst.com](mailto:PPLCASDP@pplfirst.com).

### Participant Name:

First:

Last:

PPL ID:

### Employer of Record Name:

First:

Last:

### Primary Email To Be Associated With Your Uber Voucher:

### Authorization Details for Service Code 338 Non-Medical Transportation – Uber:

Amount to be used for Uber rides (\$):

Authorization Service Period:

### How Uber Rideshare Service Works:

1. Once PPL receives this completed and signed form, PPL will:
  - Verify that the service is authorized,
  - Set up the Participant with PPL's Uber voucher, and
  - Send an email to the primary email you entered above.
2. When the email is received from the Uber Business Account:
  - Make sure your Uber App is up to date. A credit or debit card needs to be on the account. Click the link and your voucher will be activated. It will appear in your wallet.
  - When you request your ride, be sure to select the wallet for payment.
3. Each time you use the Service to ride Uber, the payment option selected must be "voucher". This is required because the app defaults to the card on file.

For more information about how the Uber Voucher works, you can search for the **Beginner's Guide to Uber Vouchers** on the internet.

**PPL Terms and Conditions**

1. If the Employer of Record is not the Participant, the Employer of Record agrees to inform the Participant about:
  - How to properly use the service,
  - The limits of the service, and
  - The risks of using the service.
2. PPL can only bill for Uber rides if the following is true:
  - The ride is charged to the Uber “Business” option using the voucher in the wallet.
  - The Ridesharing Service is currently approved in the Signed Spending Plan.
  - The authorization:
    - Remains current, and it has enough units to pay for the ride.
    - The ride does not go beyond:
      - The amount of use the Signed Spending Plan allows, and
      - The dollar amount the authorization allows.
3. The cost of your Uber rides will be subtracted from your budget monthly.
4. The Employer of Record agrees to review utilization monthly to make sure:
  - Rides were taken only by the Participant,
  - The cost of rides are within what the budget allows, and
  - Within the dollar amount the authorization allows.
5. The Employer of Record agrees to inform PPL right away about service misuse.

**Agree and Sign**

By signing below, Employer of Record agrees that:

- I have read all this form.
- The details provided are accurate and complete.
- The Uber Rideshare Service will be used as defined in the Signed Spending Plan.
- If PPL cannot be fully paid for the Uber Rideshare Service because the Service was misused:
  - PPL will suspend the use of the Uber Rideshare Service.
  - The Employer of Record will pay all charges for the misused Service.
- Uber is a private business. Uber is not part of PPL. PPL is not affiliated with Uber in any way.
- The Participant will use the Uber Rideshare Service at their own risk.

**Employer of Record Signature:**

**Date:**

**Employer of Record Name (Please print)**