

# Uber - Switch the payment method for a past trip

## Introduction

If you have used your corporate credit card to pay for a personal Uber ride in error, you can switch the payment method for a past trip by following the procedure below.

## Procedure

If a trip is less than 30 days old (60 days for business trips), you can change the payment method used to pay for the trip (even if the transaction has been approved in Fraedom) by following the steps below:

1. Open the Uber app and tap the menu icon
2. Select "Your Trips" and then the trip you want to update
3. Tap "I had a different issue" and then "Change the payment method for a trip"
4. Follow the prompts to change your payment method

If you are experiencing any issues, refer to the [Uber](#) website.

You can also change your payment method during a trip:

1. In your Uber app, tap the white panel at the bottom of your screen
2. Tap "Switch" next to the price and payment method
3. Select the correct payment method

## Acquittal of the Charges in the Expense Management System

Please note the original charge and subsequent credit will both appear on your corporate card account in the Expense Management System (Fraedom) and you are required to acquit them.

Acquit both charges ensuring the same coding is used so the charges nett off on your account. If you need any assistance contact the Expense Management Team below.

Further Uber tips can be found at: [Uber Rider Help](#)

## Contact Us

For further support or questions, contact Finance & Procurement Services on +61 8 8313 3330 or [corporate.cards@adelaide.edu.au](mailto:corporate.cards@adelaide.edu.au)