

HONG KONG BAPTIST UNIVERSITY
FINANCE OFFICE
MEMO

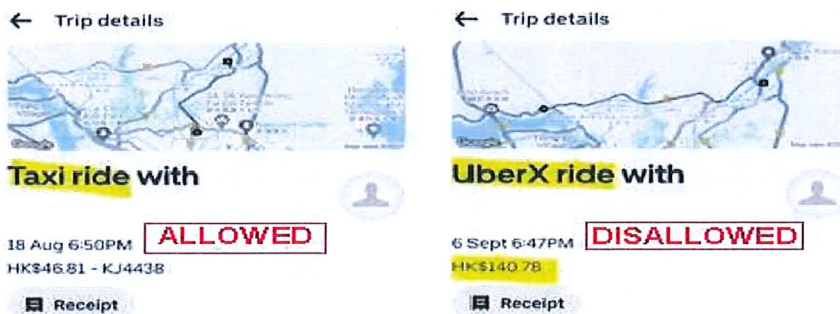
To : All Staff
From : Adonis Lee, Director of Finance
Date : 6 October 2023

Updated Policy on Claiming Uber Ride-Hailing Service Fare (“Uber Fare”)

Uber Fare in Hong Kong was considered as a disallowable claim due to the Hong Kong Government’s statement mentioning Uber’s services lacked valid licenses or/and third-party insurance to carry passengers in Hong Kong in the past years.

However, Uber has launched the “Uber Taxi” service soliciting valid licensed taxi drivers/operators with adequate third-party insurance to carry passengers through the Uber platform in 2021, as such Uber Taxi service is legitimate in Hong Kong. So, please be informed that **“Uber Taxi fare” claim is permissible by the University with immediate effective.**

In addition, all staff should be reminded to follow the regular taxi fare claim under Business Travel Policy, e.g., Uber Taxi fare claim must be reasonable and necessary for business purposes. It is important to note that excessive or extravagant Uber Taxi fare claim is subject to scrutiny and may be disallowed. When making an Uber Taxi fare claim, all staff must provide detailed information, such as a valid business reason, destination, and receipt that clearly indicates using the Uber Taxi service. To increase the clarity, please find below the sample receipt of Uber Taxi fare for demonstration purpose:



Please note that other Uber Fare claim is still not permissible by the University.

Adonis Lee
Director of Finance