

SpotHero Parking Discount App: Is now available to Tulane University Faculty and Staff

What is SpotHero:

SpotHero is an online parking reservation app, to provide you with a simplified parking solution for business needs. Similar to booking a flight or hotel room, you can use SpotHero to find and reserve parking in advance and at a discounted rate. When you use your SpotHero business profile to park, expenses are reported seamlessly to **Concur Expense** - no more worrying about paper receipts or time-consuming reimbursements. Please see this attached pdf for more info on SpotHero.

Click <https://goo.gl/mjKu6p> to download the SpotHero app. This app may be used for business or personal parking.

Creating a Business Profile:

Download the app, and set-up your account and your business profile by going to “My Account” and then go to “Profiles,” where you can create your business profile and add your corporate credit card. For more information, a how-to pdf is available here: <https://goo.gl/KLMNIR>

Where can I use SpotHero:

Click on the links below to see our city and airport locations and pricing. Parking discounts typically range from 20% to 50%.

Airport Parking:

Click <https://goo.gl/5CAjDe> to see which airports participate.

City Parking:

Click <https://goo.gl/7Qwy1R> to access city discount parking information.

Any questions or issues you may have with your app or account should be directed to SpotHero Customer Support at 312-566-SPOT (7768), available 7 days a week from 6am-11pm CST. You may also go to "Help" in the app and click on "call us" or email support@spothero.com.

Uber Business Profile linked to Concur:

Did you know you can create a business profile in your Uber account and link it to Concur? Once linked to Concur, Uber e-receipts will automatically appear in your Expense receipt store. E-receipts must be activated in your Concur Travel profile.

Create a business profile under settings in the Uber app by clicking “add a business profile,” add your T&E card to that profile and follow set-up instructions. Make sure your email is verified in your Concur Travel profile, choose Concur as your expense provider and verify your account. When you are ready to order a car, you simply click on the top right icon and change to your profile to business before booking the car. Don’t forget to change it back to personal when you are done. For more information, visit the “app center” in Concur Travel.

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