

# How to Book Work Trips on Airbnb

Learn how to find and book great places to stay for short or long work trips



## Places to stay for any kind of work trip

With over 7 million listings worldwide, it's easy to find the perfect place to stay for conferences, projects, and more.

### Work-friendly places to stay — from entire homes to boutique hotels

Millions of unique and diverse places to stay, wherever education takes you.

#### Choose from:

**Entire homes:** with extra bedrooms, a kitchen, and space for sharing it with family and teammates.

**Boutique Hotels:** charming, locally inspired neighborhood properties with character, style, and front-desk support

**Serviced apartments:** furnished and professionally managed with amenities like laundry and cleaning services. Popular for long-term stays.

### Close to where you want to be

Whether you need to be walking distance to the office or prefer a cool neighborhood, find the right place to stay for your next work trip.

### Budget friendly choices

Get more for your money, whatever your travel budget, when you travel for work with Airbnb.

“I stayed at the apartment for 3 weeks while on a long business trip in Cambridge in December. The space is really clean, nicely decorated, there are a lot of nice touches that made it feel really cozy, especially while being alone & far from home for a long time”

**SAMANTHA S.**  
Somerville, MA

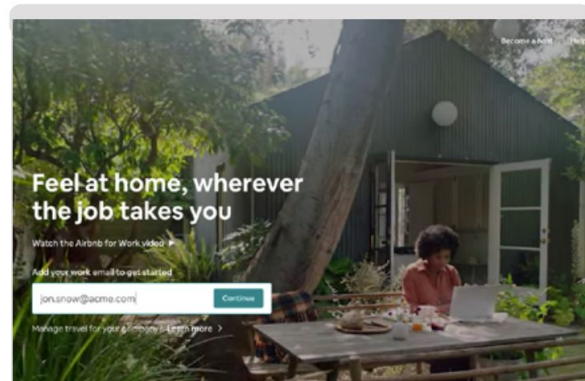


## Sign up and join your university's Airbnb for Work program

Add your work email address to get started

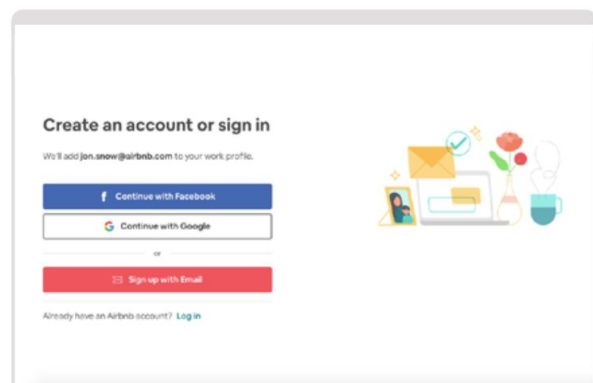
### STEP ONE

Go to [the University of Otago sign-up page](#) and add your university email address



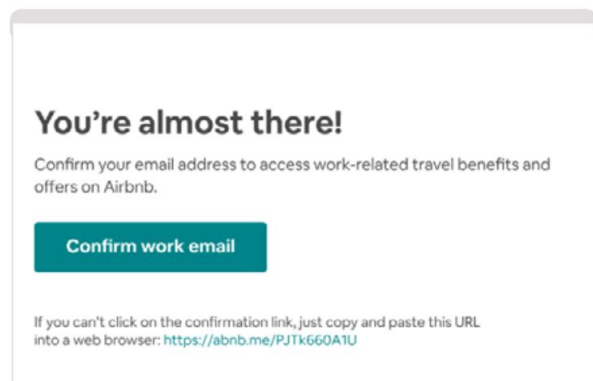
### STEP TWO

Create an account or log in if you're already on Airbnb



### STEP THREE

Confirm your work email address by following the steps in the verification email from Airbnb. This will share the details of your work trips with your company.



# How to find and book just the right place

Easily find and book locally inspired, work-friendly stays on Airbnb

- 1** Go to University of Otago's Airbnb page to start your search
  - Go to [University of Otago's Airbnb page](#)
  - Search by city, address, or landmark.
  - Select the date range, number of people travelling, and the number of rooms you need.
- 2** Next, use filters to find just what you'd like
  - Type of Place:** Filter by entire home, private room, or shared room
  - Price:** Search within the range recommended by your travel policy
  - Amenities:** Make sure the place has amenities you care about like wifi, washer & dryer, kitchen, self check-in, and more
- 3** Confirm your choice of listing and send an email to your preferred travel management company team member for booking
  - Please seek approval if you deselect any of the pre-set filters.
  - After you confirm your choice of listing, please copy the entire listing URL/web link and email it to your preferred travel management company team member for booking



## Pro tips for better trips

- Read the guest reviews
- Look for Superhost listings when available
- Review the cancellation policies.

## How to get help

Specialized agents are available 24/7. Visit [airbnb.com/help](https://airbnb.com/help) and select **Contact Us**.

