



Airbnb for Work Booking Guidelines

Airbnb for Work (including Airbnb Plus) is a University-approved accommodation option for travel. It allows travellers to search and reserve lodging for a variety of business travel needs (e.g. long term stays, and limited hotel availability).

The platform allows our MTAs (Mandatory Travel Agent) to provide the University with accurate travel data, as well as the ability to use a traveller locator map for safety purposes.

Select your property from the [University Airbnb Page](#) which will include work-friendly listings only. All Airbnb bookings must be done through our MTA.

To select a property, make sure

- **It is safe and cost-effective:** University staff travel booking should always follow the travel policy which is cost-effective and taking into account the geographic location of the accommodation relative to where the staff member is working. Please check with your MTA if you have questions.
- **It offers a suitable accommodation type:** Work Friendly, Entire Home / Apartment (i.e. not a room in a shared house or apartment)

Before you confirm a property with your travel agent

- Register a University Airbnb account by linking your account to work email address.
- Read the University travel policy.
- Review its house rules.
- Review the cancellation policy: If your plans are likely to change, look for **flexible** or **moderate** listings.
- Ensure that the cancellation policies of any Airbnb booking match up with your trip plans and expectations.

Booking, Payment and other charges

- Our MTA will make the booking on your behalf, and charge back to the University.
- All cancellations or date changes will need to go through the travel agent.
- If a host asks you for more money than what the University paid and the extra charge wasn't stated in the listing or in the message thread, please contact your MTA. **Never pay a host directly for these charges.**

Work Support

- Please contact your MTAs for first instance.