

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

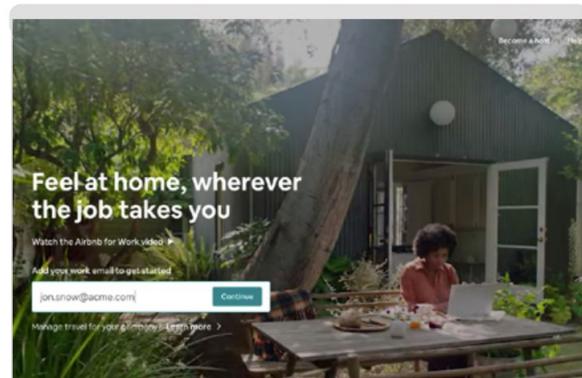


Sign up and join your university's Airbnb for Work program

Add your work email address to get started

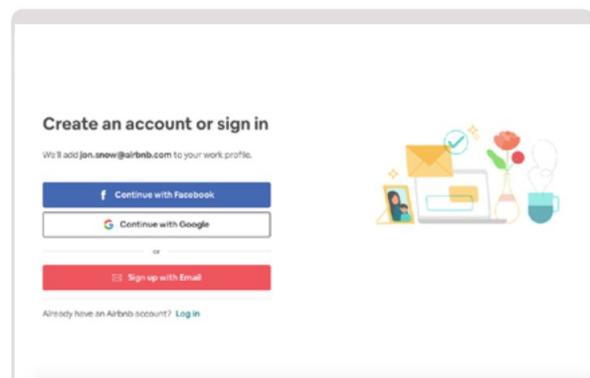
STEP ONE

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



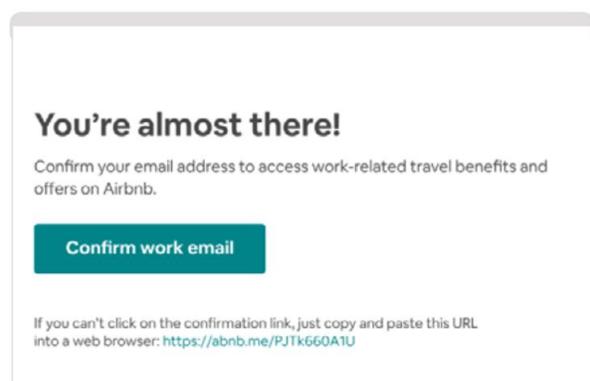
STEP TWO

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 and select **Contact Us**.

