

How to Book Work Trips on Airbnb

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



Airbnb for Work

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 boutique hotels to entire homes

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

Choose from:

Entire homes: with extra bedrooms, a kitchen, and space for tag-along 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 quiet neighborhood, find the right place to stay to get the job done on 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



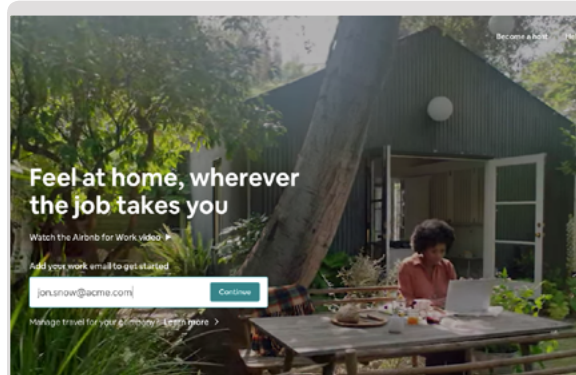
Airbnb for Work

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

Just add your work email address to unlock the perks you need for business trips, like simplified expensing.

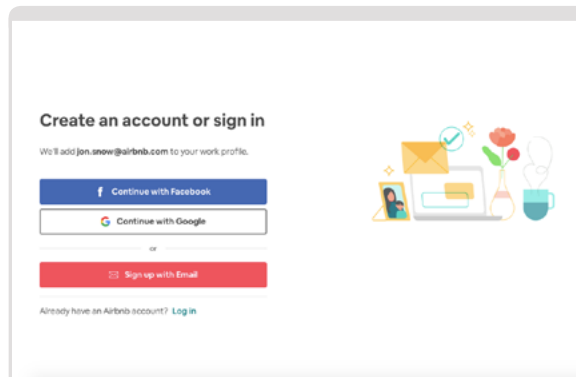
STEP ONE

Go to airbnb.com/work and add your work email address



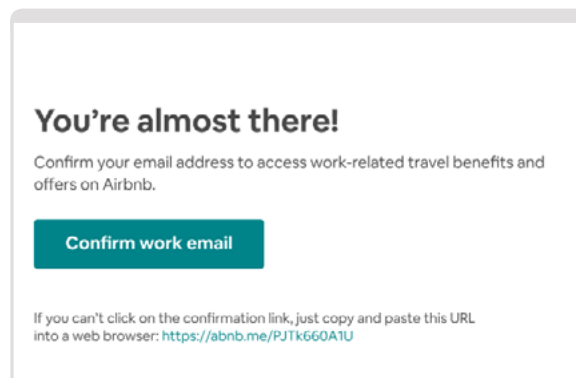
STEP TWO

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

Enter your trip details to start your search on Airbnb

- Search by city, address, or landmark.
- Select the date range, number of people traveling, and the number of rooms you need.

2

Next, use filters to find just what you'd like

Work trip: Choose this toggle to find work-friendly homes and boutique hotels with 5 star-ratings from business travelers

Type of Place: Filter by entire home or hotel 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

Airbnb Plus: Find places verified for quality and design with hosts known for great reviews and attention to detail

3

Choose a listing, then mark your stay as a work trip

- After you choose a place to stay, you'll see a question that asks you **Who's Coming?** Enter the number of guests, then mark your stay as **Traveling for Work**.
- Indicate whether you're traveling or booking for someone else, then add the email address of the traveler. (Skip this last step if you're booking just for yourself.)

4

Confirm and pay

Either bill your company (if applicable) or add your payment card if you're expensing the stay. You can also add a note about your booking to make expensing easier. That's it - you're done!



Pro tips for better work trips

When searching for places to stay, look for **Superhost** listings and listings with the **Instant book** option for an easy booking and a great stay.

Read the guest reviews. Our community of travelers can provide the scoop on listings.

Review the cancellation policy. **Flexible** or **moderate cancellation** policies might be easier to work with if your plans change.

Get help when you need it. Specialized agents are available 24/7. Visit airbnb.com/help then select **Contact Us**.

Contact the host if you have questions about the place.

