

A man with a beard and short dark hair, wearing a light blue button-down shirt, is shown in profile from the chest up. He is looking towards the left of the frame with a slight smile. He has a dark green backpack on his back. The background is a well-maintained house with light blue horizontal siding and white trim around the windows and door. A wooden pergola is visible on the right side of the house. The scene is set outdoors during the day.

# Intro to Airbnb for Work



Heather Knight | February 2020

## What we'll cover:

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[Getting Support](#)

INTRODUCTION

# Get to know Airbnb for Work

# About Airbnb

Airbnb is a platform where people find and book places offered by local hosts, from city apartments to mountain retreats, all over the world.



**4M+ Properties**



**191 Countries**



**65,000 Cities**



**200M+ Guests**

# About Airbnb for Work

Airbnb for Work is the world's largest provider of alternative accommodations for work trips



**250,000+**  
Companies have  
employees signed up  
for Airbnb for Work



**Nearly 15%**  
of Airbnb trips are for  
work

# When to try Airbnb for Work



**Faculty and Research trips**



**Conference travel**



**Alumni events**



**Study abroad**



**Sports and club events**

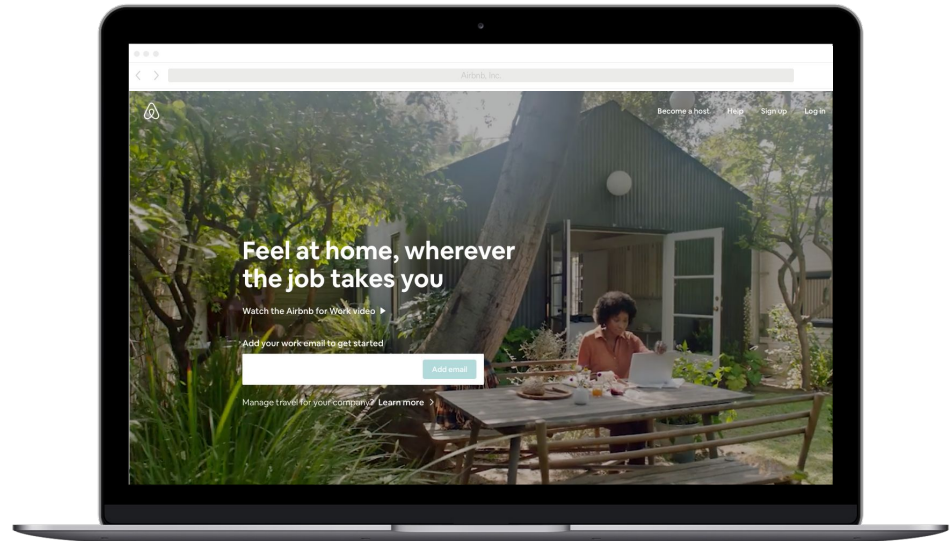


**Relocations and Visiting Professors**

# Getting set up

# 1. Join Airbnb for Work

You and all travelers will need an account



*Reminder: If you don't have one yet, go to [airbnb.com/work](https://airbnb.com/work). Enter your work email address, then confirm it from the email Airbnb sends you.*



# 1. Join Airbnb for Work

## Already have an Airbnb account?

1. Log in to Airbnb
2. Select your profile photo in the top right
3. Select **Account**
4. Select **Travel for Work**
5. Add your Tulane University email address (@tulane.edu)
6. A confirmation email will be sent to your work email address.
7. Confirm your work email
8. You are all set!

Account > Travel for work

## Travel for work

### Join Airbnb for Work

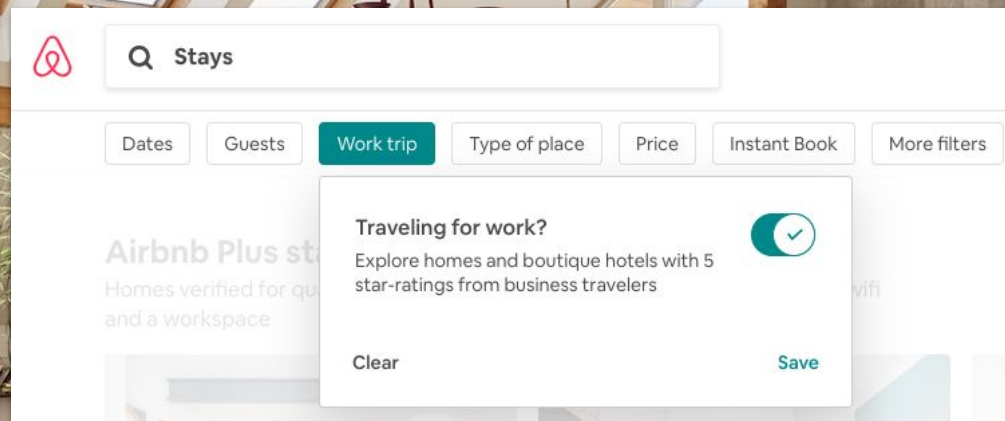
Add your work email to get seamless expensing and exclusive offers on work trips.

Work email address

Add work email

**Finding and booking the  
right place**

# Find and book the right place for the trip



When you use the [Work Trip](#) toggle, you'll see Airbnb Plus listings and homes and boutique hotels that are highly rated by business travelers. Hosts have indicated that there are smoke and carbon monoxide alarms on all of these listings.

# Make sure it's the right fit

To make sure it's the right fit, be sure to read guest reviews, host profiles, house rules, and the cancellation policy. To ask your host questions, select **Contact Host**.

To save a listing, select the **Heart** icon at the top right. This will add it to your wish list. To see listings you saved, go to [airbnb.com/wishlists](https://airbnb.com/wishlists).

If the place matches what you're looking for select **Reserve**, **Request to Book**, or **Book**.



# Getting support

# Getting support and reporting issues for others

Depending on the situation, there are a few ways to get support for your travelers on the road. For things like early check-in, contact your host directly on the shared thread. For other issues, [contact our 24/7 Global Community Support team](#). For immediate support needs, you'll be directed to a direct access phone number. You can also look to our [Help Center](#) for assistance.

For help on our app, visit [Profile > Get Help](#).





**for work**