

A man with a beard, wearing a light blue button-down shirt and a dark green backpack, stands on the stone steps of a porch. He is looking off to the right with a slight smile. The porch is part of a light blue house with white trim and columns. There are pink flowers and a black lantern on the porch. The background shows a wooden pergola and greenery.

Trip Planner Guide to Airbnb for Work



Heather Knight | February 2020

What we'll cover:

[About Airbnb for Work](#)

[Getting set up](#)

[Finding and booking the right place](#)

[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

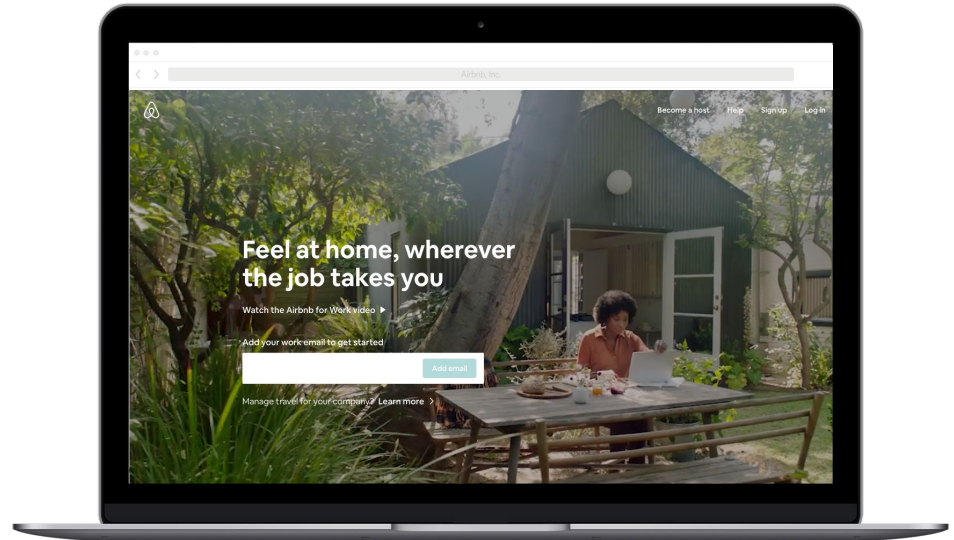


Relocations and Visiting Professors

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. 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

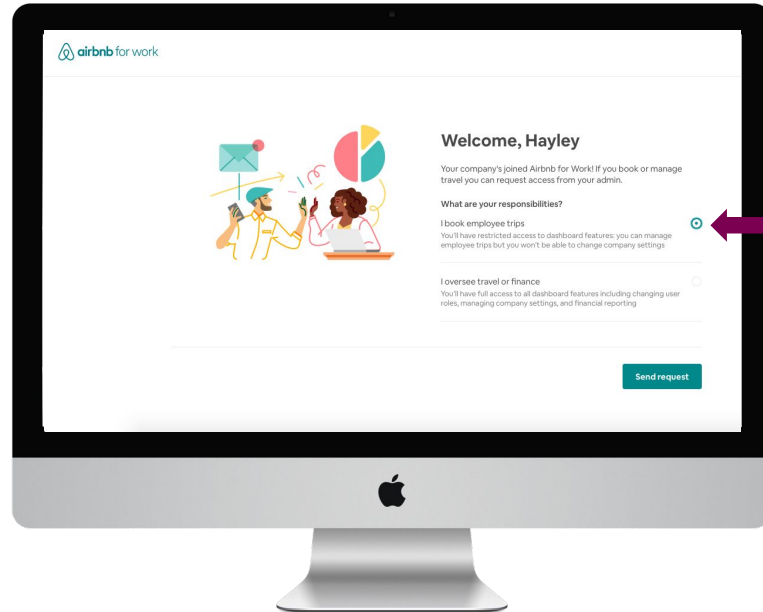
Add work email

To book for someone else, you'll need to be designated as a trip planner **by your company admin**.

After you confirm your work email, request that your company admin make you a trip planner (more on that coming up).

1. Join Airbnb for Work

2. Become your company's trip planner

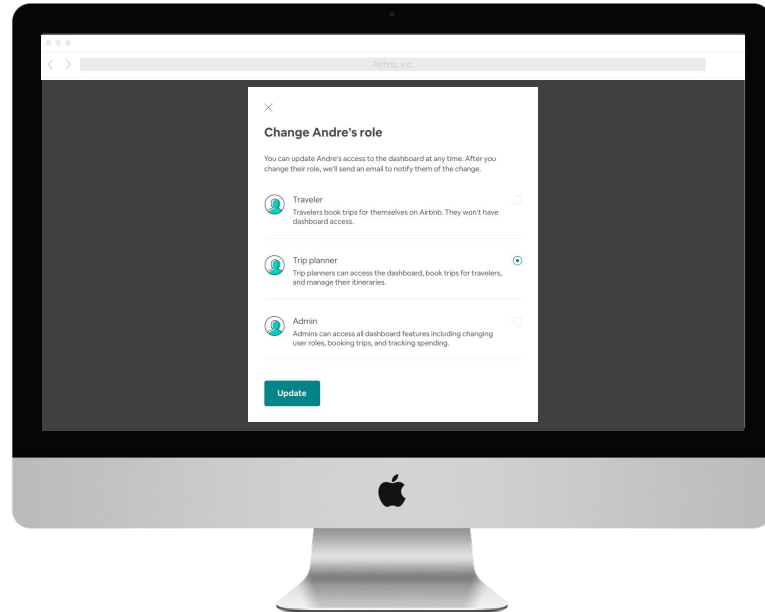


1. Join Airbnb for Work

2. Become your company's trip planner

3. How admins make people trip planners

Admins can designate others as trip planners from the company dashboard. Just type the name of the person in the **Search** bar, select **Change Role**, then select **Trip Planner**.



Note: Once a booker is designated as a Trip Planner, they are able to see their booking permissions in their **Account Settings** to confirm that they are able to book trips for employees.

1. Join Airbnb for Work

2. Become your company's trip planner

3. How admins make people trip planners

4. How to book for someone outside your company



To book for anyone with an email domain outside your company (or those with a different company email domain), you need **booking permissions** for each person you're booking for.

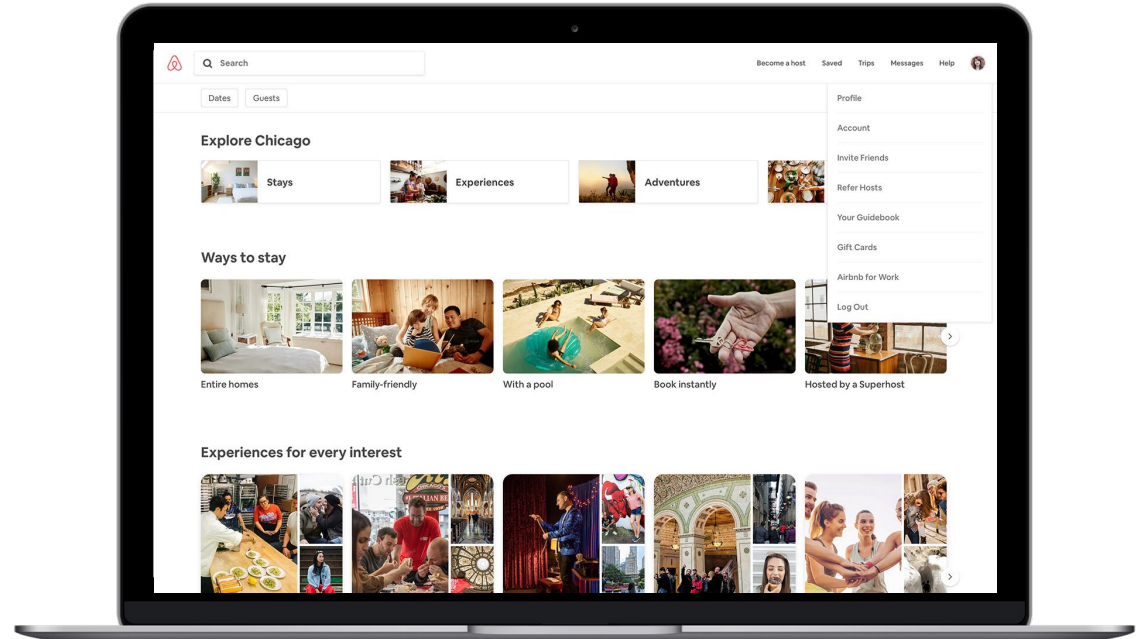


Here's how to get permission:

1. Log in to Airbnb
2. Select your profile photo in the top right
3. Select **Account**
4. Select **Travel for Work**
5. Under **Booking Permissions**, select **Manage**
6. Scroll down to **People you can book for**
7. Select **Add Traveler**
8. Enter the traveler's email and select **Send request**

1. Join Airbnb for Work
2. Become your company's trip planner
3. How admins make people trip planners
- 4. How to book for someone outside your company**

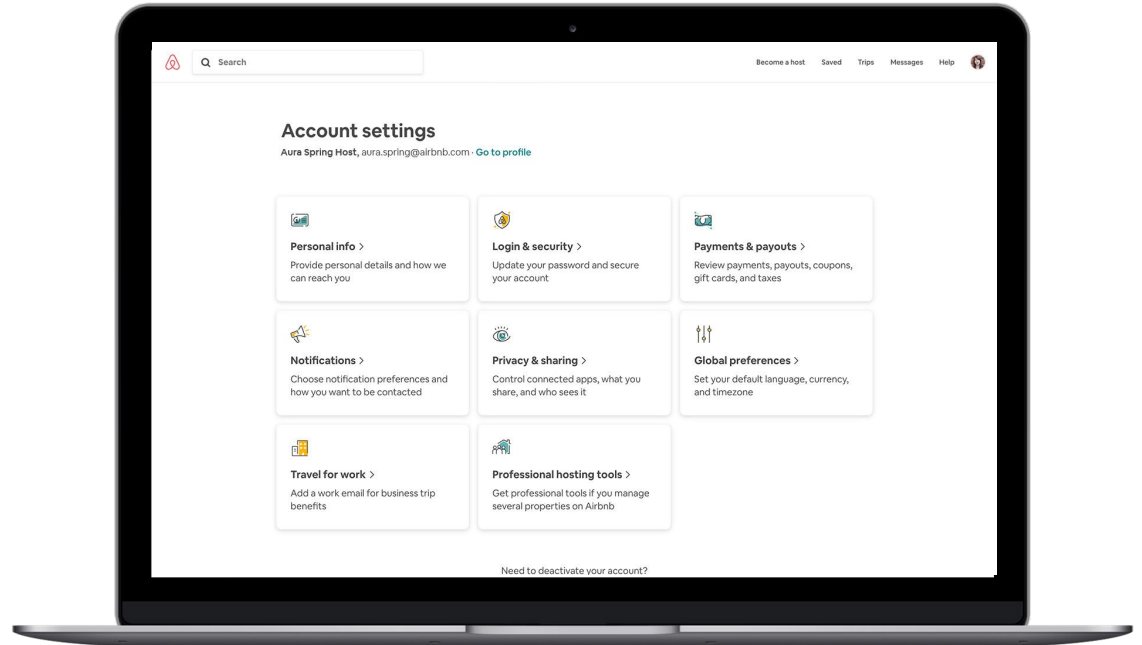
This is what the trip planner sees:



Reminder: You must have a completed Airbnb personal profile and have verified your work email before you can use this process.

1. Join Airbnb for Work
2. Become your company's trip planner
3. How admins make people trip planners
- 4. How to book for someone outside your company**

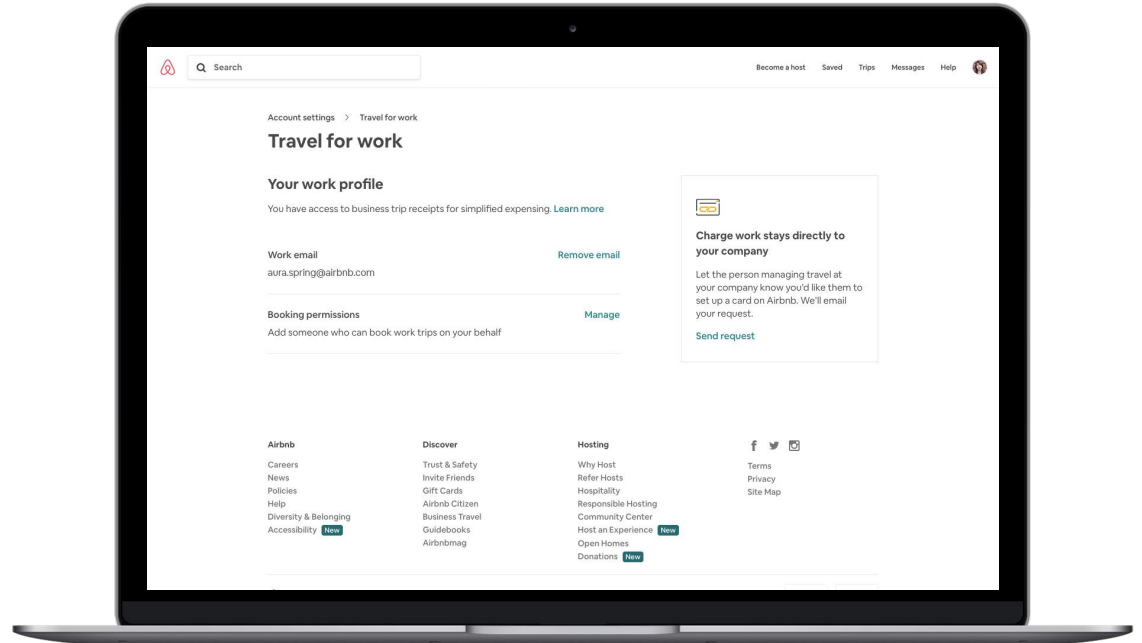
This is what the trip planner sees:



Reminder: You must have a completed Airbnb personal profile and have verified your work email before you can use this process.

This is what the trip planner sees:

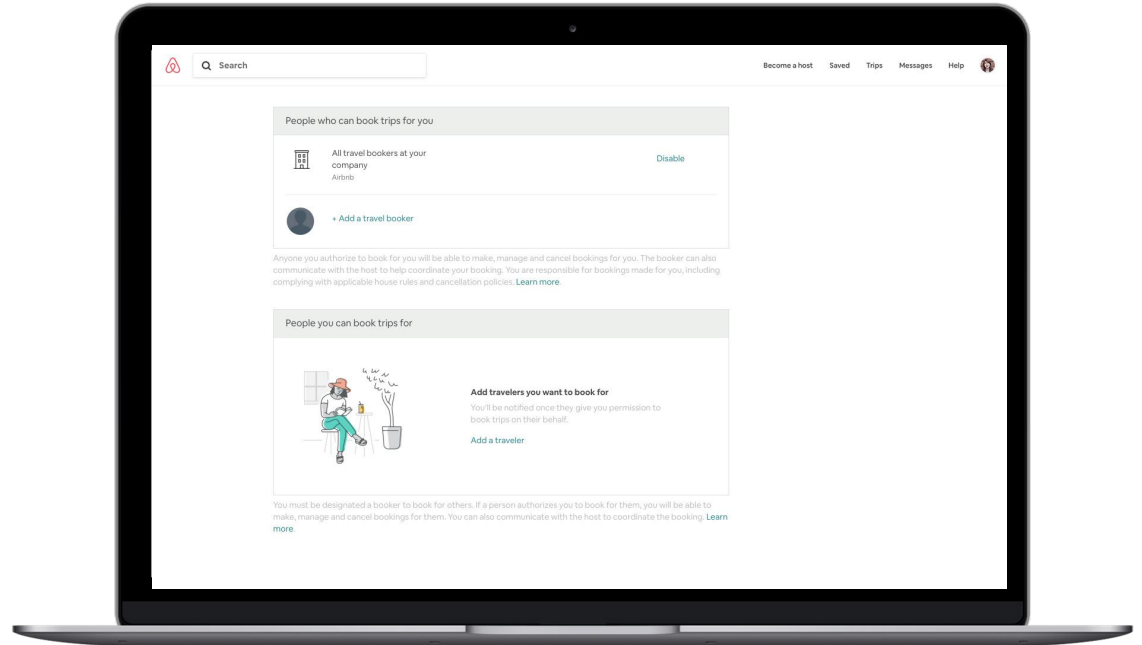
1. Join Airbnb for Work
2. Become your company's trip planner
3. How admins make people trip planners
- 4. How to book for someone outside your company**



Reminder: You must have a completed Airbnb personal profile and have verified your work email before you can use this process.

1. Join Airbnb for Work
2. Become your company's trip planner
3. How admins make people trip planners
- 4. How to book for someone outside your company**

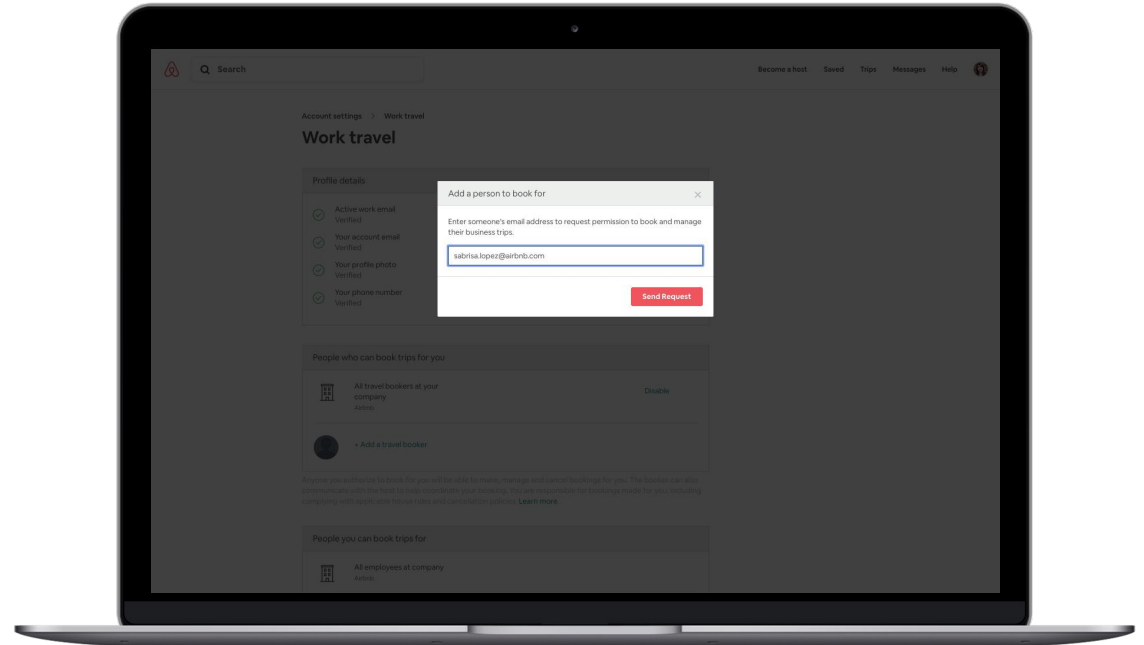
This is what the trip planner sees:



Reminder: You must have a completed Airbnb personal profile and have verified your work email before you can use this process.

1. Join Airbnb for Work
2. Become your company's trip planner
3. How admins make people trip planners
- 4. How to book for someone outside your company**

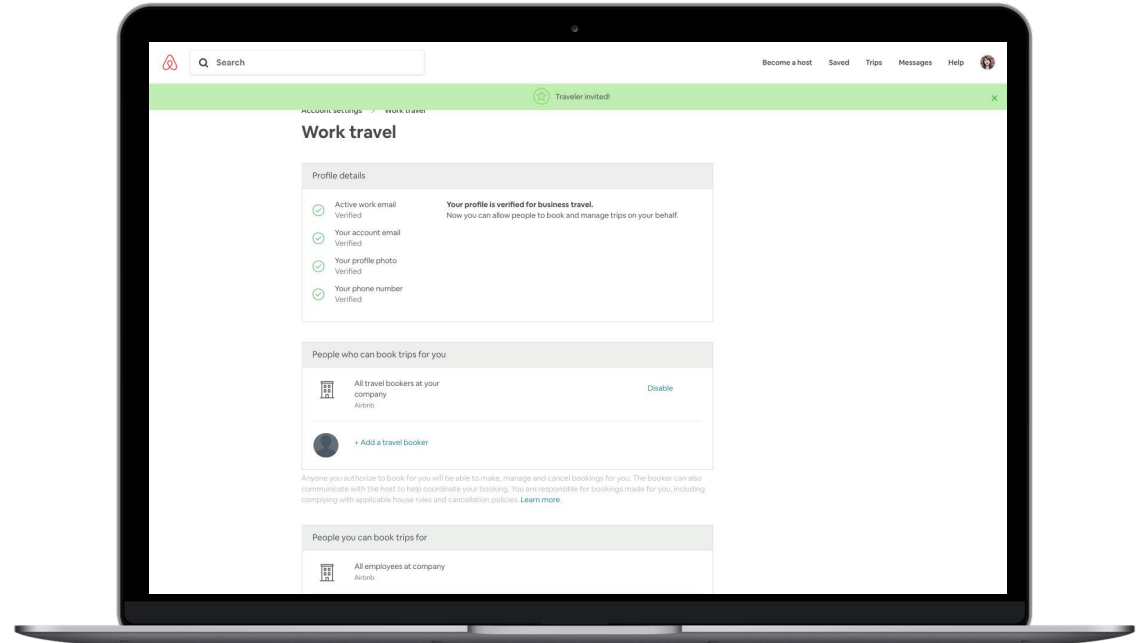
This is what the trip planner sees:



Reminder: You must have a completed Airbnb personal profile and have verified your work email before you can use this process.

This is what the trip planner sees:

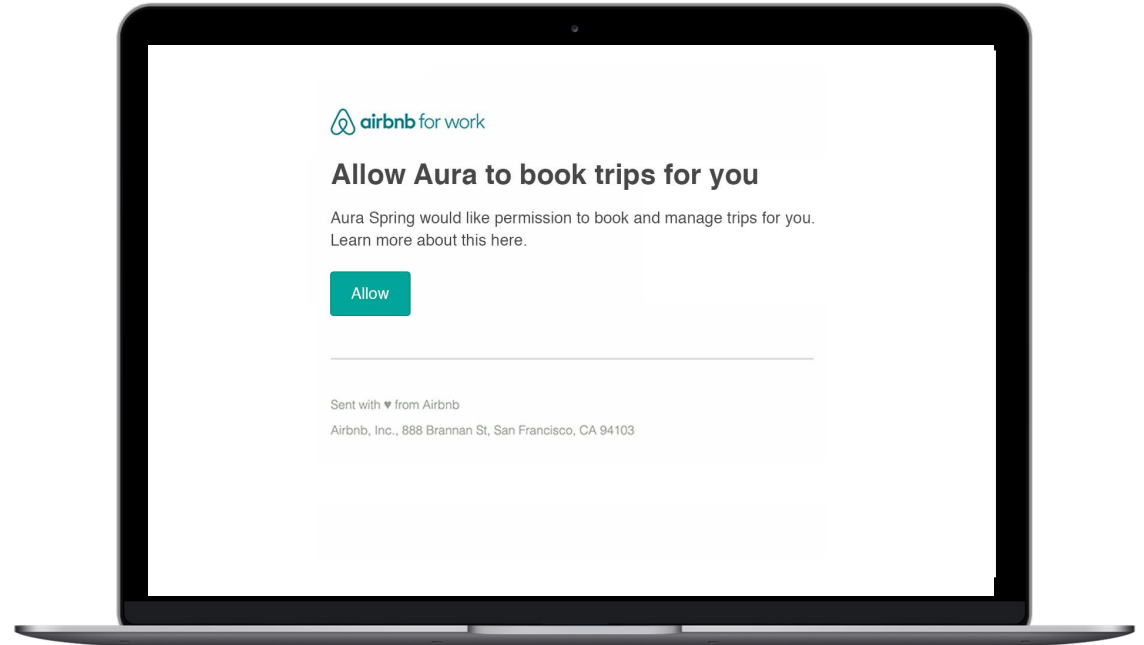
1. Join Airbnb for Work
2. Become your company's trip planner
3. How admins make people trip planners
- 4. How to book for someone outside your company**



Reminder: You must have a completed Airbnb personal profile and have verified your work email before you can use this process.

1. Join Airbnb for Work
2. Become your company's trip planner
3. How admins make people trip planners
- 4. How to book for someone outside your company**

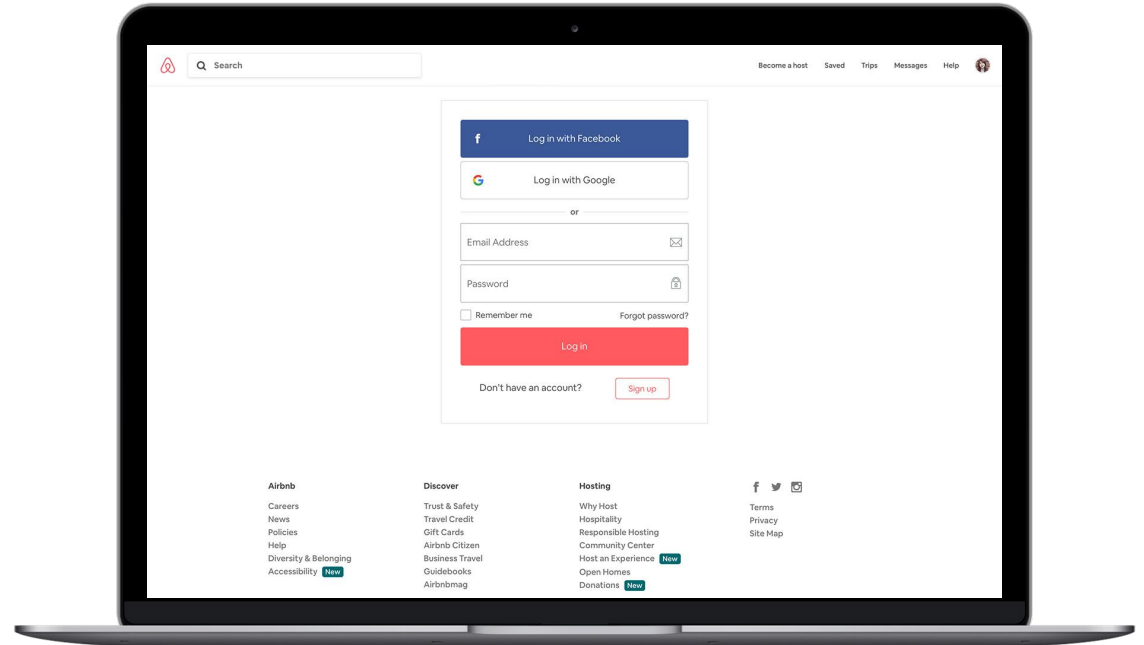
This is what the traveler sees in order to accept the request:



Note: If the traveler has not set up their personal Airbnb profile or verified their work email, they may be prompted to complete actions before accepting your request, such as adding a profile photo.

1. Join Airbnb for Work
2. Become your company's trip planner
3. How admins make people trip planners
- 4. How to book for someone outside your company**

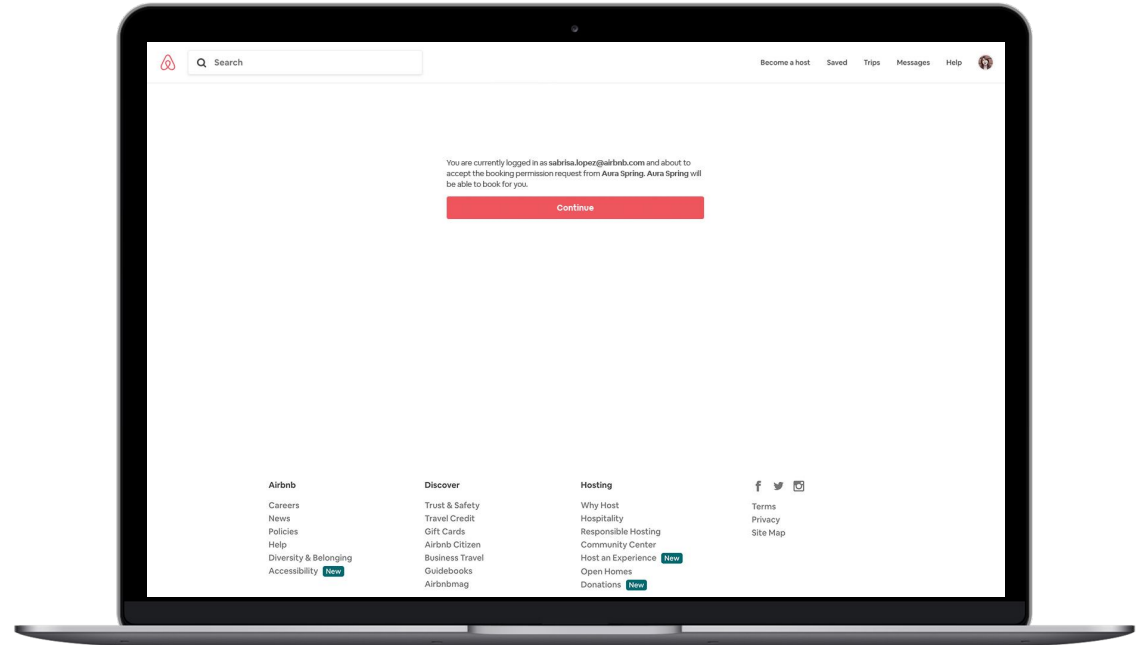
This is what the traveler sees in order to accept the request:



Note: If the traveler has not set up their personal Airbnb profile or verified their work email, they may be prompted to complete actions before accepting your request, such as adding a profile photo.

1. Join Airbnb for Work
2. Become your company's trip planner
3. How admins make people trip planners
- 4. How to book for someone outside your company**

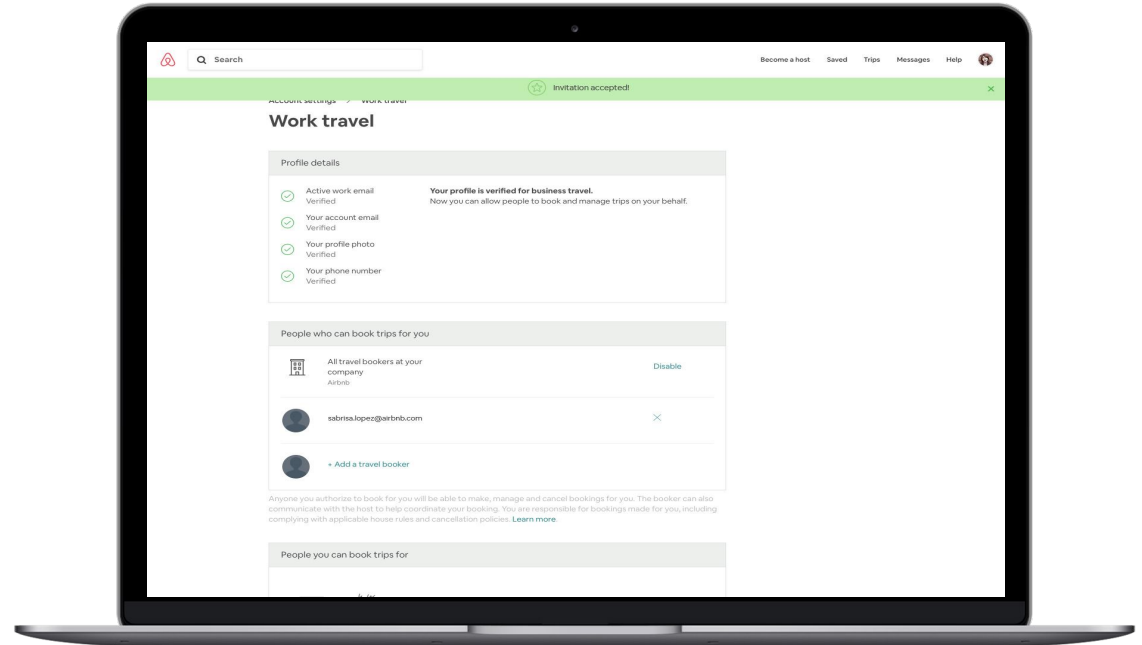
This is what the traveler sees in order to accept the request:



Note: If the traveler has not set up their personal Airbnb profile or verified their work email, they may be prompted to complete actions before accepting your request, such as adding a profile photo.

1. Join Airbnb for Work
2. Become your company's trip planner
3. How admins make people trip planners
- 4. How to book for someone outside your company**

This is what the traveler sees in order to accept the request:



Note: If the traveler has not set up their personal Airbnb profile or verified their work email, they may be prompted to complete actions before accepting your request, such as adding a profile photo.

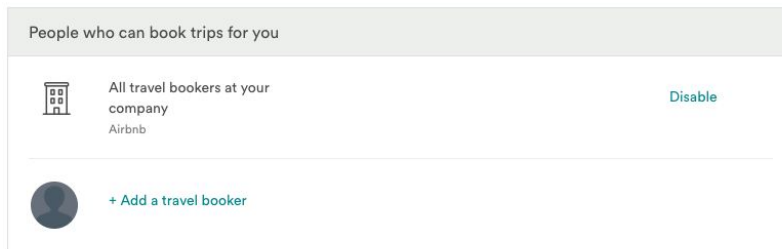


Travelers can also designate people outside their company to book trips for them.

Here's how:

1. Log in to Airbnb
2. Select the profile photo in the upper right
3. Select **Account**
4. Select **Travel for Work**
5. Go to **Booking Permissions**
6. Select **Manage**
7. Under **People who can book trips for you**, select **Add a travel Booker** and enter that persons' email address.

Once that person accepts the invitation, they'll be able to book trips for that traveler



Anyone you authorize to book for you will be able to make, manage and cancel bookings for you. The Booker can also communicate with the host to help coordinate your booking. You are responsible for bookings made for you, including complying with applicable house rules and cancellation policies. [Learn more](#).

1. Join Airbnb for Work

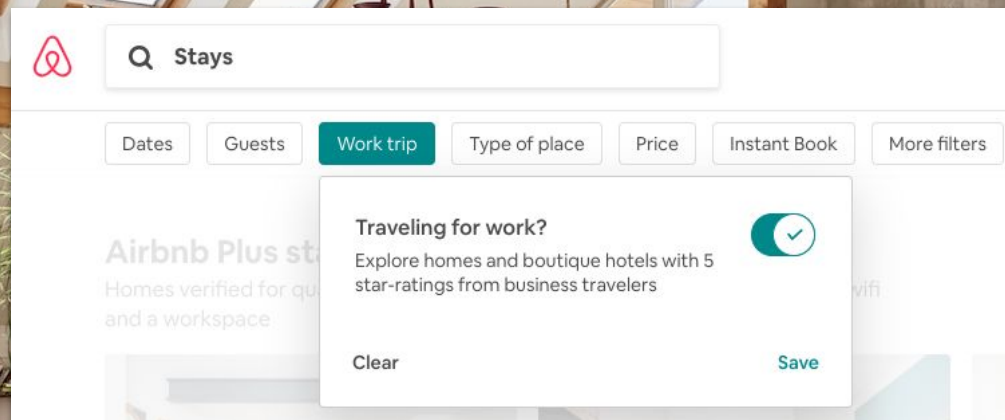
2. Become your company's trip planner

3. How admins make people trip planners

4. How to book for someone outside your company

**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.


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



Booking for someone else

1. Review house rules > 2. Who's coming? > 3. Confirm and pay

Who's coming?

 **This is a rare find.** Sari's place is usually booked.

Guests

1 guest


Traveling for work?


Are you staying at this listing?

Yes

No, I'm booking for someone else

Which traveler will check in and communicate with the host?

 **Sabrisa Lopez**
sabrisa.lopez@airbnb.com [Remove](#)

Introduce Sabrisa to Sari, the host: 

Hi, Sari! I'm Aura and I book business trips for Sabrisa and other employees at Airbnb. Your place looks like a good fit for the employee on this business trip. I think they'd love your place!

[Continue](#)



After selecting **Reserve**, **Request to Book** or **Book** you'll start the booking process.



Be sure to select **Traveling for work** to see the option to book for someone else. This will also ensure the trips shows up on your company's dashboard.



Once you've selected **No, I'm booking for someone else**, just type the traveler's name to add them to the reservation. If you have access to book for the traveler, their name will come up. Next, select **Continue**, to choose your payment method.

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