Subject: travelnews: AirBnb for Work - Now in Concur!
**From:** BAO news for travel administrators <travelnews@lists.uoregon.edu>
Date: 9/15/2018 10:40 AM
To: "travelnews@lists.uoregon.edu" <travelnews@lists.uoregon.edu>
CC: Jake Estes <jake.estes@airbnb.com>

To UO Business Travelers and Concur delegates:

Concur is featuring a new enhancement: **Airbnb for Work** properties are now available to book in your Concur booking tool.

Airbnb for Work is an Airbnb travel product that makes it easy to travel for work without sacrificing the comforts of home. These properties are "Business Travel Ready" and meet specific requirements including entire unit rentals (rather than a property "share"), upgraded amenities, high speed internet, and hosts screened for commitment, responsiveness, and no reservation cancellations.

To review **Airbnb for Work** options in the Concur booking tool, enter search parameters including location and dates. You can opt to filter exclusively on **Airbnb for Work** options by clicking the "Property Brand" filter and selecting Airbnb. Otherwise **Airbnb for Work** properties will show in your results to compare with other hotel choices:
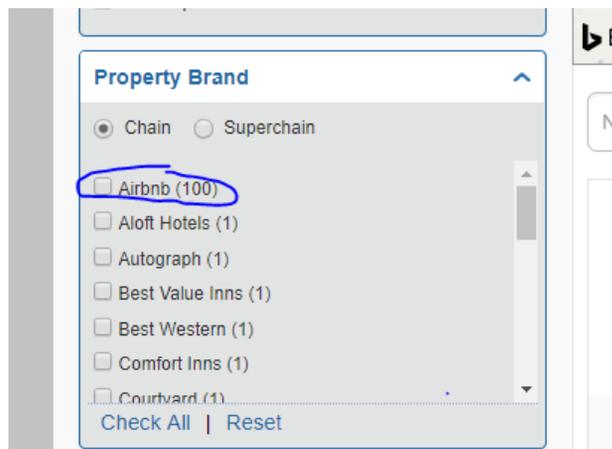
If you decide to "Book on Airbnb" and do not have an **Airbnb for Work** profile, your first step will be to create one (takes just a minute or two):

The next step will take you to the Airbnb reservation platform where you will finalize your Airbnb booking and enter your One Card corporate travel card or personal credit card for payment. (One Card, paid by the UO is recommended. If you use your personal card you may be reimbursed only once your trip is complete.) Be sure to note change and cancel policy for your property selection.

References:
·   Apply for the One Card here: https://forms.uoregon.edu/forms/list/Travel   See: UO One Card Corporate Travel

Credit Card Request.

- · For additional information on **Airbnb for Work** see the PowerPoint presentation located on the UO Travel webpage in Travel Resources: https://ba.uoregon.edu/permalink/uurigor36bwiyxn/001

- · Additional information about how to set up your **Airbnb for Work** profile: https://pages.uoregon.edu/baoforms /bao_drupal_6/sites/ba.uoregon.edu/files/travel/bookairbnbforwork.pdf

For questions, please see Travel Office/Concur Help Desk contact info below.

Thank you!

O | UNIVERSITY OF OREGON

Laurie Jacoby
Travel Manager
Business Affairs Office
University of Oregon
lajacoby@uoregon.edu
541-346-3158
** *If your travel involves human subjects research, please do not disclose any information that is protected under UO Policy and other Regulations http://rcs.uoregon.edu/content/regulations-and-uo-policy.**

Travel Office/Concur Help Desk: Phone: 6-3100 * Email: travel@uoregon.edu**

To view all travelnews messages posted since January, 2002 visit our archive at

http://www.uoregon.edu/~travel/travelnews/