



Travel Management

April 7, 2016

Airbnb for Business

We are pleased to announce that Airbnb for Business is now an approved for Tulane University business travel! For Tulane travelers to use Airbnb for Business, you must verify your work email and book through the Airbnb for Business platform.

How to get started with Airbnb for Business: Go to <http://www.airbnb.com/business-travel?af=37899543&c=tulane> and click “Get Started.” You will be prompted to log in to your existing Airbnb account or create one if you are new to Airbnb. Next, you will be asked to enter your work email. Be sure to verify your work email as soon as you receive the Airbnb verification email by clicking the “Verify Business Email” link. Verifying your work email will give you access to additional business travel features and prioritized support, should you need it.

Instructions to transfer Airbnb receipts into Concur automatically:

Log into **Concur** > go to **App Center** > find the **Airbnb app** and click “Learn More” > check the checkbox for Share Information > click **Connect**

Starting Monday, April 10, 2017: Please verify your work email and process your Airbnb bookings using the Airbnb for Business platform. If you arrange your Airbnb bookings in any other manner, you will not receive the following benefits:

Key Features:

1. **Prioritized Support** - Access to the 24/7 business support line ([1-888-983-0568](tel:1-888-983-0568)).
2. **ISOS** - Automatic trip enrollment with International SOS, especially important for international and student group travel and enrollment is required by the university.
3. **Business Travel Ready listings** - Access to [Business Travel Ready](#) listings (Wi-Fi, self-check-in, workspace, hangers, iron, etc.). Look for the Suitcase Icon to delineate a Business Ready listing.

When you complete your first business trip, you will receive a **\$50 Airbnb coupon** good for any future trip.

For more information: [Tulane - Airbnb for Business Guide](#)