

## Use of AirBNBs

Harvard does not recommend AirBNB stays. However, if the traveler chooses to stay in a rental accommodation, they must provide documentation of the rental accommodation's lower cost (i.e. comparable quote that a hotel costs more)

Rental accommodations: travelers may stay in rental accommodations only if the total cost of the rental is less expensive than the total cost of the required hotel stay in a standard, single-occupancy room.

- For example, if University business requires a traveler to stay in a hotel for four nights, the traveler could rent a house for a week only if the weekly rental fee is less than the cost of a four-night hotel stay in a standard, single occupancy room. Travelers must provide documentation of the rental accommodation's lower cost.

## Rental accommodations

- Travelers may stay in rental accommodations (e.g., VRBO or Airbnb) if the total cost is less expensive than a hotel stay in a standard, single occupancy room.
- Harvard does not recommend Airbnb stays, however. If travelers choose to stay in a rental accommodation, they must provide documentation of the rental accommodation's lower cost.



## Hotels and Housing

- Travelers are expected to stay in standard, single-occupancy rooms where available.
- Exercise fiscal responsibility when choosing hotels.
- It is strongly recommended that travelers book lodging with one of Harvard's preferred vendors.
- Travelers may stay in rental accommodations (e.g., VRBO or Airbnb) if the total cost is less expensive than a hotel stay in a standard, single occupancy room. Harvard does not promote nor recommend Airbnb stays however we will reimburse with proper documentation. If travelers choose to stay in a rental accommodation, they must provide documentation of the rental accommodation's lower cost.

### Not allowed

Charges for room-upgrade or guest club fees. Free upgrades are allowed, but must be noted on the report to avoid confusion when auditing.

Rooms purchased through frequent-guest credits.

Personal expenses like in-room movies, golf fees, or health club/exercise room fees.

Lodging for trips of less than 50 miles one-way (determined from the traveler's place of business, not home) unless for business-related extenuating circumstances

Property damage insurance or other similar optional fees.



## Hotels and Housing Tips and Tricks

- Travelers who stay in a private residence with a relative or friends while traveling on business may be reimbursed for one appreciation gift for their host/hostess per visit valued at \$100 or less (including tax or any other charges). This may be a gift or meal.
- Exercise fiscal responsibility when choosing hotels.
- It is strongly recommended that travelers book lodging with one of Harvard's preferred vendors.
- At their unit or school's discretion, travelers may stay in rental accommodations (e.g., Vacation Rentals By Owner [VRBO] or Airbnb) if the total cost is less expensive than a hotel stay in a standard, single occupancy room.
- Travelers may choose to use Airbnb or other types of VRPO's at their (or the school's) discretion; however, they cannot be compelled to do so. Harvard's stance is to reimburse with proper documentation, but does not endorse use of Airbnb or VRBO's.



Source: [https://finance.mcb.harvard.edu/files/mcb\\_travel/files/travel\\_info\\_session\\_september\\_2016.pdf](https://finance.mcb.harvard.edu/files/mcb_travel/files/travel_info_session_september_2016.pdf)

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