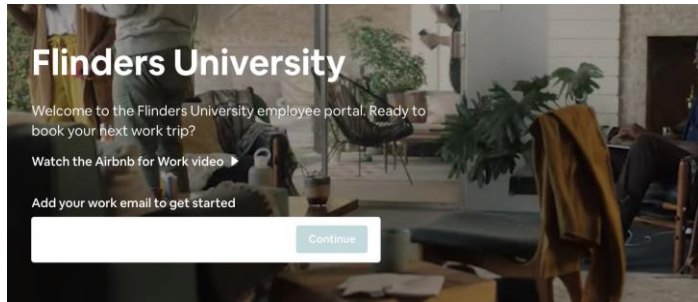


## Setting up your Airbnb for Work account

Sign up to Airbnb for Work, by verifying your work email address here:

<http://www.airbnb.com/w/flinders-university/RKvTGynClemN>

If you don't see the option to add your email, you are already registered and ready to book.



Once you have entered your email address, click the link in the email sent to your work email account. This will take you to a sign-in page:

1. If you don't have an Airbnb profile: Setup a new account for Airbnb (this can be with your work or personal email address).
2. If you have an existing Airbnb profile: Sign in with this and your work email will be added.

Complete your account setup by:



Verify your **Email & Phone**



Upload your **Photo** and **ID**

## Setting yourself up as a Trip Planner


Ensure you have registered your work email to your Airbnb profile.

Once complete, look out for the option to request access to book travel for others. Alternatively, reach out to your team leader to modify your access.

### **Booking Permissions**

If you are booking for an employee with a Flinders email address, ensure they have also registered their email to an Airbnb account. You can book for this traveller once they have registered.

People you can book trips for

 All employees at company  
Airbnb

If you are booking for a contractor or traveller without a flinders email, you must first request permission to book via Airbnb:

1. Click your Profile Image > Account > Travel for Work > Booking Permissions
2. People you can book for: Add email off the traveller you are booking for
3. Once they have accepted, you are able to book trips for this traveller


When completing your booking, during the confirmation:

1. Review House Rules
2. Who's Coming


Select: Traveling for Work

Are you staying at the listing? No

Enter the email address of your traveller. If they do not show up on the list, ensure they have completed the above verification to their work email address or approved your permission to book.


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

### Who's coming?

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

**Guests**

1 guest

**What's the main purpose of this trip?**

Personal travel

Business travel

**Are you staying at this listing?**

Yes


No, I'm booking for someone else


**Which traveler will check in and communicate with the host?**




**Licensed luxurious guesthouse with Parking Garage**

Entire home/apt in Santa Monica

★★★★★ 188 reviews

 1 guest

 Feb 20, 2019 → Feb 22, 2019

\$179.00 x 2 nights	\$358.00
Cleaning fee 	\$60.00
Service fee 	\$53.92
Occupancy taxes and fees 	\$58.52
<b>Total (USD)</b>	<b>\$530.44</b>

**Strict with grace period – free cancellation**

Cancel within 48 hours of booking to get a full refund. [More details](#)

