

## Lodging at Airbnb?

Regis University has approved the use of Airbnb; however, the following questions are to be answered before Airbnb and VRBO lodging arrangements are made:

1. In selecting a property, please provide documentation as evidence the property is located in an area that is not deemed to have an above-average safety risk.
  - a. Property ratings or online location safety information are good sources for this
  - b. For a dramatic comparison, you can Google Manhattan, NY, safety ratings and see that Manhattan, NY, is very safe. However, a Google search of the Bronx shows that the city is only safer than 15% of other US cities.
2. The property selected must have a minimum of a 4-star rating, please provide documentation of the property rating.
3. Please provide the number of individuals you will be lodging with and their relationship to Regis University.
4. Will any travelers be under the age of 18?
5. Please provide reason for the exception request. This could include providing the costs for hotels vs. the cost for the property or potential properties you are considering that would assist with documentation purposes. NOTE: what you've provided below is sufficient for this step.
6. Please provide approval from the Dean/VP of your exception request.
7. Please provide your supervisor with contact information for all travelers in the event of an emergency.

Once the questions are answered, and approval is obtained from a supervisor, email the answered questions and approval to [Invoice@regis.edu](mailto:Invoice@regis.edu). These will be forwarded to the AVP of Finance for final approval.

Once approval is obtained from the AVP, the approval will be returned to the individual requesting the Airbnb. Include the entire email string on the pcard or reimbursement report, along with the receipt for the Airbnb.

If all of the above information is not included in the Pcard or Reimbursement Report, A/P will return the report for corrections.