

What do I need to do if I want to book an Airbnb/VRBO?



KU has a requirement to provide duty of care for all employees traveling and to ensure that lodging is not only cost effective but allows for flexible cancellation, regardless of how travel is paid for.

To receive a booking exception approval to book an Airbnb or VRBO, a traveler must email KU Controller Katrina Yoakum at kyoakum@ku.edu or Asst. Director Cash Control/Audit Karen Schaller at kschaller@ku.edu if using research funding. To determine if the Airbnb/VRBO will meet the financial and safety requirements to grant the approval, please provide the following:

Cost Analysis

- Comparison of total cost of Airbnb vs. hotel options – total cost includes per night charge as well as any additional fees (e.g. cleaning fees, booking fees, etc.)
- Refund policy for both options
- Consideration of location of Airbnb vs. hotel to where traveler will be working – will Airbnb location create more commuting expenses

Safety Requirements

- Verification that the alternative lodging selected includes standard safety equipment that would be present in hotel (e.g. smoke & carbon monoxide detectors) – safety equipment is typically listed on Airbnb posting
- Rental of entire home / apartment – not just an individual room in which other renters or hosts are not known ahead of time
- Public liability insurance – Airbnb & VRBO listings provide \$1M public liability insurance as a part of hosting agreement. Lodging offered through local hosts and not through a company like Airbnb or VRBO will be evaluated by KU Controller & KU Risk Management on a case-by-case basis.