



Amy Collins
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Office of the Provost Administrative Affairs

MEMO

From: Amy Collins

Date: October 6, 2023

Re: Alternative Lodging

T&E cards may not be used to purchase accommodations with Airbnb and similar services such as VRBO, etc. although travelers may personally pay for these reservations and be reimbursed by the University. Use of your T&E card for these purchases is considered a violation of T&E card policy and could result in card suspension or cancellation. If your T&E card is used for Airbnb or similar lodging, please be aware that you are accepting personal responsibility for any incidents that may occur during your stay.

As you may know, hotels and other commercial properties carry insurance that covers their guests in case of injury or property loss. The type of properties offered via Airbnb and similar services vary widely in the type of coverage available for guests (if they offer any at all). Because of this, we do not recommend their use for University business.

UPenn neither prohibits nor recommends the use of alternative lodging. We do understand, however, that this option might best suit your needs or the experience you want to have when you travel. There may be occasions where choosing Airbnb might be a less expensive option, or perhaps there are limited accommodations in the area. In those cases, you may pay for these accommodations and submit the cost through Concur for reimbursement. However, if you choose to utilize these services, please be aware that you are accepting personal responsibility for any incidents that may occur during your stay. The university is also not responsible for any fees associated with cancellation.