

## ***Business Travel Accommodations Policy***

### **Policy Statement:**

This policy prohibits the use of multi-person dwellings, such as Airbnb or personal properties, for business related trips involving overnight stays, due to professional, health and safety concerns.

### **Policy Rationale:**

We are committed to creating a safe, inclusive, and respectful work environment for all members of the Harvard Chan community.

Shared accommodations create unnecessary risk and may not provide the same level of privacy, safety, and personal space as single-occupancy rooms in hotels. This lack of personal space can make members of our community feel uncomfortable, or vulnerable, and could potentially lead to inappropriate behavior or harassment.

### **Implementation:**

For essential business trips involving multiple individuals, single -occupancy accommodations should be booked through approved corporate channels. Each individual must have their own locked sleeping and bathroom space separated from others. These accommodations may include hotels, extended-stay apartments or other lodging options that prioritize individual privacy and security.

Nonessential overnight gatherings, such as retreats, should be considered carefully even when following the above policy to avoid any unnecessary associated risk.

This policy applies to everyone within the Harvard community and extends to Harvard visitors or fellows staying in accommodations provided by Harvard.

It is the responsibility of Harvard employees to ensure compliance with this policy. Failure to comply may result in reimbursement denial.

Prior to booking any lodging, refer to the [University Travel Policy \(appendix C\)](#).

Questions related to this specific policy should be directed to [Human Resources](#).

Questions related to general travel policies should be directed to Accounts [Payable](#), Travel & Cash Management.