

**Peer to peer property rental:** The process whereby a homeowner makes their home or a room within their home available for others to rent for short periods of time as an alternative form of accommodation. Airbnb is one example.

**Travelers are required to:**

1. Receive TA/Request approval before making travel arrangements
2. Research and consider the property's potential risks:
  - Are there smoke detectors, carbon monoxide detectors, and fire escape access?
  - Are there shared spaces with other guests and/or the hosts?
  - Other considerations include secure parking, stairs and accessibility, pools and hot tubs, animals on the premises.
3. Use a university (WWU) email address when reserving and booking.
4. Include all university travelers sharing accommodation on the reservation and rental booking.
5. Understand that all fees, such as cleaning fees, additional guest fees, resort fees, etc. are included in the base rate. The rate must be within the allowable destination lodging per diem rate unless an approved exception applies.
6. Assume all responsibility for loss and damage to rental property and contents.