

Northeastern University

Travel Program Update - 09/28/2017**REVISED

SEPTEMBER 2017

Greetings!

The Procurement Services department's responsibilities for NU staff and faculty business travelers include negotiating local hotel lodging rates for all NU campuses and maintaining relationships with various travel agencies and travel consortiums. In addition to this Travel Program Update, we use the [NU Travel website](#) and the [Preferred Supplier website](#) to communicate the travel program's most pressing matters including key reminders, new travel suppliers, and other updates.

What are the messages we are sharing in this travel update?

EGENCIA TRAVEL AGENCY- IMPORTANT UPDATE- USER LOGIN CHANGES: Beginning on September 28th, 2017, Egencia will update all registered user logins to match the primary email listed within the user's profile. If you attempt to login using your old login you will receive a message that reads "Your username has been updated. Please enter@northeastern.edu as your new username to access your account". Passwords have not changed, only user logins. Users with more than one account may have difficulty accessing either one or both of their existing accounts. Going forward this change will prevent users from registering more than once by mistake. The NU procurement team may help you with account maintenance during this transition but if you need technical support please contact Egencia @+1 (800) 401-2932 or +1 (702) 939-2532.

AIRBNB BUSINESS TRAVEL READY LISTINGS: We are happy to announce that Airbnb is now an approved lodging option for Northeastern University staff and faculty. Airbnb for Work will link your search to the best homes for business trips (free Wifi, business travel ready, etc.) Here's what else you need to know about using Airbnb for Work:

Registration:

- Ensure you are registered for the Airbnb for Work program by first going here: www.airbnb.com/work. Sign in with your existing Airbnb account or Click on "Sign Up" if you don't already have an Airbnb account.
- Note, Airbnb requires the uploading of a current photo or selfie.

Booking a Stay:

- Airbnb reservations must be booked through www.airbnb.com/work
- If you have a question about the home or location - Use the "Ask host a question" link in the listing before booking
- Be sure to check the "Business Trip" box on the payment page when confirming your booking

Guidelines & Other Information:

- ****Before using Airbnb, ensure your specific Northeastern department does not have other guidelines or restrictions in place regarding the use of Airbnb either domestically or internationally**
- We recommend reserving full house or apartment listings over private or shared rooms
- Total cost of an Airbnb booking should not exceed the total cost of a Northeastern preferred hotel
- No RV's, Boats, Tree Houses or other nontraditional accommodations should be reserved
- No lease contracts or signed sublet agreements on behalf of NU should be made
- Ensure that the cancellation policies of any Airbnb booking match up with your trip plans and expectations

- Please do not contact Procurement with Airbnb/accommodations issues. Contact your lodging host or if you prefer Airbnb directly via the prioritized support phone number provided with each local booking or by dialing 1-888-983-0568 or 1-415-644-5360 when international.

Please visit the NU Travel [website](#) for future guidelines and updates on Airbnb for Work.

AIRFARE TYPE TIPS: During 2017, airlines began offering "basic" class fares that University travelers should be wary of. Basic class fares will at a minimum:

- Charge for standard carry-on luggage
- Will not allow seat selection
- Impose other restrictive rules

These fares should be avoided as travel experts believe basic fares are a poor fit for university business travelers. When possible book non-refundable airfares to achieve the lowest cost. When a refundable airfare is necessary for your travel schedule, narrow your search to American and Jet Blue airlines. Both airlines offer NU business travelers departing from Boston special flat fare rates that are changeable and refundable to select destinations. Note, these fares are only available when booked through one of NU's travel agencies listed [here](#).

What if you have questions or need additional information?

To get additional information about NU's corporate travel program that is not found through our webpages and update, please contact anyone in the Business Travel Services procurement program. Program assignments and contacts are listed [here](#).

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