



Non-Conventional Lodging Memo

Subject: Non-Conventional Lodging Committee and Policy Exceptions

Committee Formation:

Baylor University's administration has carefully considered the request of faculty and staff to use non-conventional lodging while traveling for university business. Non-conventional, or alternative, lodging is accommodations in privately owned dwellings that are typically booked via Airbnb, VRBO, and HomeAway, and are now available on Booking.com, Expedia.com, and other third-party travel sites. The administration's primary concerns with non-conventional lodging include employee security and safety, data security, cost controls and accessibility. In balancing these concerns, the administration has formed a committee to consider employee exception requests. The committee will consist of employees from Procurement and Payment Services, Office of General Counsel, Risk Management and Public Safety.

Exceptions Review:

Requests for an exception to book non-conventional lodging must be specific to a location (address), date range and should provide documented hotel cost options for comparison purposes. Initial requests should be submitted using the [Alternative Lodging Exception Form](#). Requests will be reviewed when the committee meets in the beginning and middle of each month.

The University will not grant approval to stay in non-conventional lodging:

- For student travel (including undergraduate or graduate)
- For international travel (unless exigent circumstances exist)

Failure to obtain an exception approval prior to booking or staying in non-conventional lodging will result in rejected expense reports and reimbursement requests.

Questions about non-conventional lodging should be sent to Alt_Lodging@baylor.edu. The committee welcomes any comments and concerns.