

**STATE OF MARYLAND
DEPARTMENT OF BUDGET AND MANAGEMENT
FLEET & TRAVEL MANAGEMENT**

MEMORANDUM #2023-03

TO: State Travel Managers and Coordinators
FROM: Joseph Consoli
Director, State Fleet and Travel Management
DATE: February 7, 2023
SUBJECT: AIRBNB Policy

The popularity of AIRBNB has created some confusion within State government as to its suitability for use by State employees while on authorized State travel. To clarify and to establish policy,

State employees are not authorized to use AIRBNBs while on approved travel due to inconsistencies in the management and overall operation of AIRBNBs. Further, agencies should not authorize requests to use AIRBNBs and reimbursement requests for AIRBNB expenses will not be approved.

This matter has been discussed with the State travel vendor, Globetrotter Travel Management, and they agree with this policy.

No retroactive enforcement of this policy is required and should not be sought.

This policy supersedes any current policy in conflict therewith.