

## UMB Nonconventional Lodging Acknowledgement (e.g. Airbnb, VRBO)

***This form must be completed and signed by the traveler prior to booking nonconventional lodging arrangements when UMB Funds are used to pay for lodging costs.  
Group travel: Each traveler in the group must sign an acknowledgement.***

Any traveler who does not follow all procedures **may be denied reimbursement** by UMB.

Traveler Name		Employee?	Reservation Dates
Property Name and Address or Property Internet Link:			

I reviewed the above property listing for safety and security features such as smoke and carbon monoxide alarms, fire extinguishers, first aid kits, ADA accessibility, and door locks. I accept the risk of injury or illness resulting from my voluntary use of nonconventional lodging for UMB related travel. It is my responsibility to take reasonable precautions to safeguard my health and to protect my personal belongings from damage or theft.

I certify that the information here is true and complete to the best of my knowledge. I understand that any misrepresentation of facts is grounds for disciplinary action, up to and including termination of employment.

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Signature	Printed Name	Date
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**This form must be uploaded with the traveler’s Travel Authorization Request prior to booking the lodging accommodations.**