

NUMBER: BUSF 6.11
SECTION: Business and Finance
SUBJECT: University Employees Furnished Campus Housing
DATE: December 15, 2006
Policy for: All Campuses
Procedure for: All Campuses
Authorized by: Rick Kelly
Issued by: Business and Finance

I. Policy

- A. Only employees indicated in the annual State Appropriations Act may be furnished campus housing at no charge or less than fair market value. These employees must be approved by the President.
- B. Housing furnished to employees who are required to reside on campus as a condition of their employment is not considered taxable income.
- C. Housing furnished to employees as a convenience to the employee or the University will be reportable as taxable income to the employee per IRS guidelines.

II. Procedure

- A. Departments funding all or partial costs of an employee's housing must request written approval of the President via the Vice President for Business and Finance and CFO. The request should include justification of campus housing for the employee. If the department requires the employee to reside on campus as a condition of their employment, documentation must be provided. The determination of taxable income will be made at the time of approval.

Sample Approval Form Below:

On Campus Housing For Visiting Faculty

Department: _____ Dept. Contact
Phone: _____

Housing on campus is requested for: _____
SSN*: _____

*Social security number must be obtained for University reporting purposes. If a SSN is not available at time of application, visiting faculty will obtain upon arrival and submit to Family and Graduate Housing.

Beginning: _____ and Ending:

Type of housing requested: ___ One-Bedroom ___ Two-Bedroom

Justification of campus housing:

Payment will be (circle one): *Department IIT* or *Direct from Employee* **

Department/Fund Code: _____

Department Chair: _____ Signature:

** An account number must be provided. Should payment not be made by employee when due, the account will be charged. Rent will be due for the dates listed above (late arrival and/or early vacating not excluded). Any change in dates must be approved in writing by the Coordinator for Family & Graduate Housing. Keys will be issued during regular business hours from the Family & Graduate Housing Office.

Routing:

1. Housing Office -- Send form to Family & Graduate Housing Office after completing the top section	
2. Vice President and Chief Financial Officer	
_____ Signature	_____ Date
___ Taxable	___ Non-Taxable
3. President	
_____ Signature	_____ Date
___ Approved	___ Not Approved
4. Housing Office	
Apartment Assignment _____	
Monthly Rent _____	
Key Issued _____	Returned _____

Send comments to [Ken Corbett](#)