

NUMBER: FINA 6.11 (Formerly BUSF 6.11)
SECTION: Administration and Finance
SUBJECT: University Employees Furnished Campus Housing
DATE: December 15, 2006
REVISION: April 19, 2016
Policy for: All Campuses
Procedure for: All Campuses
Authorized by: Vice President of Finance and Chief Financial Officer
Issued by: University Finance - Payroll

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 generally 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 Finance and Chief Financial Officer. 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.

Begin Date: _____ End Date: _____

Type of housing requested: One-Bedroom Two-Bedroom

Justification of campus housing:

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

Operating Unit/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 for Finance 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 _____

5. Payroll Department

Signature _____ Date

III. Reason for Revision:

To update policy in regards to departmental name changes, reorganization and authorizing signatures.