



Employee Housing Temporary Job Assignments

Employees are responsible for paying for their own personal housing accommodations. However, SOU can pay for business-housing expenses, examples include:

- When traveling away from home on SOU business (to attend conferences, meetings, etc.).
- When traveling on a “temporary” job assignment that requires additional housing above and beyond the housing the employee is maintaining as part of their permanent residence (tax home).

Other payments made by SOU for employee housing will be reported as an increase to the employee’s W-2 tax reportable income, in the year received. The value the benefit is based on the current Fair Market Value of the housing costs.

Employees accepting temporary job appointments at SOU, may incur additional housing costs over and above the costs incurred for maintaining their permanent residence that is located outside of the immediate local area, and would be deemed an unreasonable distance for daily commuting to and from the campus work site. In these situations, these costs can be picked up by SOU as part of the employee travel costs. Before qualifying as travel costs, the employee must meet two standards:

1. The Job appointment is “temporary” and not “indefinite”.
2. The employee still maintains their permanent “Tax Home” at another location beyond reasonable “commuter” distance.

Temporary Appointment: An assignment that is realistically expected to last (and does in fact last) for 1 year or less. Note: The assignment becomes “indefinite” if it extends beyond 1 year. For “indefinite” appointments, any amounts, or credit, received from the employer, for housing accommodations, are taxable to the employee even if they were initially called travel advances by the employer.

Tax Home: Typically the individual’s permanent residence, however can be different than the family home. **Factors used to determine tax home:**

1. You perform part of your business in the area of your main home, and use that home for lodging while doing business in the area.
2. You have living expenses at your main home that you duplicate because your business requires you to be away from that home.
3. You haven’t abandoned the area in which both your historical place of lodging and your claimed main home are located; you have a member(s) of your family living at your main home; or you often use that home for lodging.

If you satisfy only two factors, you may have a tax home depending on all the facts and circumstances, and that tax home may be located outside of the local area (if the tax home is located outside of the local area, any payments issued by SOU for housing accommodations are considered business travel expenses, and will NOT be included as part of the employee’s W-2 taxable compensation).

If you satisfy all three factors, your tax home is the home where you regularly live (any payments issued by SOU for housing accommodations will be included as part of the employee’s W-2 taxable compensation).

If you satisfy only one factor, your tax home is wherever you work (any payments issued by SOU for housing accommodations will be included as part of the employee’s W-2 taxable compensation).

Employee Certification

(It is the employee’s responsibility to notify SOU if their Tax Home status changes at any time during their appointment to SOU)

Employee Name: _____ SOU Employee ID#: 940- _____

I have accepted a temporary appointment, not reasonably expected to extend beyond one year: Yes ___ No ___

Expected appointment duration: From _____ To _____

My official “Tax Home” is located at: _____

Signature: _____ Date: _____

Temporary Housing Address: _____ Housing Allowance Covered by SOU: \$ _____

SOU Index Code: _____ Account Code: 39412 Travel Lodging Utilities covered by SOU: Yes ___ No ___