

Short Term Housing DV Process

Short-Term Housing is lodging for stays of more than > 30 days, not to exceed ≤ 9 months, to be paid from any account except 99 agency accounts.

CSU faculty, staff, and/or students conducting research in remote areas outside of commuting distance may require short-term housing paid for by the University. Short-term, for this purpose, is defined as periods greater than >30 days and not to exceed ≤ 9 months in duration. Field researchers are deemed to be in travel status and should meet the same requirements for pre- and post-trip authorizations like any other travel. If a sponsor/funding agency or department has provided for such expenditures in an award, then payment can be processed as short-term housing on a disbursement voucher (DV).

How to Get Started

If you would like to initiate a Short-Term Housing Disbursement Voucher from any account except 99 agency accounts, please start by providing the Housing Information Form shown on page 2. Attach the completed Housing Information Form as a file attachment to the Disbursement Voucher.

Process Steps

- DEPT obtains an invoice from Property Owner/Vendor to serve as payment documentation.
- DEPT gets a W-9 and Business Classification form as needed to create a Vendor in KFS.
- DEPT creates a DV marked with the words "Short-Term Housing DV" using the applicable Travel lodging object code with DV reason code A.
- DEPT provides the Housing Information Form, page 2, by attaching to the DV Notes and Attachments.
- SP confirms to AP that short term housing is an approved expense if under a 53 account through the DV approvals.
- AP will approve the DV, assuming SP approval, attached Housing Information Form, and invoice are uploaded.

Use Quali Object Code for Travel from the list below

SUBC_DESC	KFS Object	SUBC_DESC
In State Employee	6005	ISET PER DIEM
In State Non Employee	6006	ISNT PER DIEM
Out of State Employee	6075	OSET PER DIEM
Out of State Non Employee	6076	OSNT PER DIEM
International Employee	6135	INTLET PER DIEM
International Non Employee	6136	INTLNT PER DIEM

Do NOT name CSU as Tenant on Vendor's Lease

The Short-Term Housing DV process requires an invoice to pay. No lease is needed. If property owner/landlord insists on having someone sign the vendor's lease form, then as long as the PI or Traveler is willing to be personally responsible, then that individual(s) may be shown as the Tenant and sign the lease. The critical point being that CSU *cannot* be named as the tenant on a vendor's form (i.e.; CSU as Tenant requires use of the State of Colorado Lease Agreement) and you are not authorized to sign leases on behalf of the University.

Security Deposits

Security deposits are *not* allowable expenses of federal funds. In lieu of a deposit, REO suggests the DEPT ask the property owner/landlord to waive the need for security deposit in consideration for a lump sum prepaid rental and the addition of non-refundable cleaning fee to the invoice. If a Landlord insists on a security deposit, then it must be paid from unrestricted departmental funds (13-19 funds, not a 53 account). Security refunds should be deposited back into the same account from which it was paid. **For More Information** Contact Jeb Stuart, CSU Procurement Office, Jeb.Stuart@colostate.edu, phone: 491-6194.

HOUSING INFORMATION FORM

1. Requesting Department or Program: XX
2. Name of Dept. Contact (REO may call): XX
3. Names(s) of Traveler(s): XX
4. Dates of Stay: Beginning: xx/xx/20xx to Ending: xx/xx/20xx
5. Cost of Stay (per month or week): \$000.00 /month
6. Name of complex and Unit or Apt #: XX
7. Name of Property Owner/Landlord: XX
8. Landlord's Telephone number: XX
9. Landlord's Mailing address for payment: XX
10. Landlord's Federal Tax ID Number or SSN: XX
11. Account Number to be paid from: XX
12. Sponsored Research grant info:
 - (a) Project Title: XX
 - (b) Funding Agency: XX
 - (c) Principal Investigator(s): XX