

# American Traveler®

## HOUSING SUBSIDY REPRESENTATION FORM

In order for my housing subsidy to be non-taxable, I understand that in addition to the tax-home, commuting and one-year limit rules, I must incur lodging expenses for temporary overnight stays because the assignment requires me to be away from my permanent tax home.

Lodging expenses would include temporary housing such as the cost of motel accommodations (room fee and taxes only), or rent of an apartment or house and utilities (gas, electric, and water). Certain expenses such as cleaning services, satellite or cable television service, internet fees and telephone service are examples of personal expenses that are not to be included as a part of lodging expenses for the purpose of determining whether the housing subsidy is non-taxable.

By signing below, I attest that I am or will be incurring temporary lodging expenses while I am working at my temporary assignment while away from my permanent tax home.

My assignment starts on \_\_\_/\_\_\_/\_\_\_(date) and is located in

\_\_\_\_\_ (city) \_\_\_\_\_ (state)

I agree to notify American Traveler immediately if my situation changes. Furthermore, I understand that any housing subsidy payments that are made before American Traveler has received and processed this signed form must be treated as taxable compensation. No retroactive adjustments to the tax status of my housing subsidy shall be made.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name