

**LOUISIANA**  
 DEPARTMENT of REVENUE

**Governmental Employees Hotel Lodging Sales/Use Tax**

Exemption Certificate

*Louisiana R. S. 47:301(8)(c)*

This certificate is for use by employees of the United States government and the State of Louisiana and its political subdivisions. It is used to document employee eligibility for exemption from payment of state and local sales taxes on hotel lodging charges that are directly reimbursable by the government employer.

**PLEASE PRINT OR TYPE.**

Employee Name	Hotel Folio or Reference Number		
Employee Title	Government Agency Employer		
Agency's Address	Agency's Telephone Number		
City	State	ZIP	

This certifies that the employee named above is an employee of the above named government agency and that the lodging charges incurred are necessitated by the employee's conduct of the official business of this government agency. The employee's lodging expenses are required to be accounted for to his government agency employer and are reimbursable by the government agency to the employee in the actual amount incurred. This government agency, therefore, claims exemption from the payment of state and local sales taxes on the lodging charges for the occupancy of the employee's hotel room.

Under penalty of perjury, I declare that I have examined this exemption certificate and accompanying documents, and to the best of my knowledge and belief it is true, correct, and complete.

**Authorization**

Employee Name	Employee Title
Employee Signature X	Date (mm/dd/yyyy)
Government Agency Representative (other than employee)	Government Agency Representative Title (other than employee)
Government Agency Representative Signature X	Date (mm/dd/yyyy)

**Notice to Dealer: Report this sale on the appropriate line of the Louisiana Hotel/Motel sales tax return as exempt room rentals.**

**Hotel Information**

Hotel's Name	Seller's Louisiana Sales Tax Registration Number (if applicable)
Dates of Employee's Stay	

**Note:** This form is valid for documenting eligibility for exemption from the payment of state and local sales taxes, Louisiana Stadium and Exposition District tax and New Orleans Exhibition Hall Authority taxes on hotel room rental charges. Sales tax must be paid on other taxable purchases from the hotel, including meals, laundry, dry cleaning, and vehicle parking.

When this form bears the signature of only the employee, the form must be accompanied by a copy of the employee's written travel orders which states the dates and destination of the authorized travel. The hotel must retain this certificate and photocopy of the travel orders to document the exemption. This form is not valid to document exemption from the payment of local room occupancy taxes except for the New Orleans Exhibition Hall Authority tax.