

**State of Louisiana Employee Travel Expense**

Limited Sales Tax Exemption Certificate

*Louisiana Revised Statute 47:301(8)(c)*

This certificate is for use by employees of the State of Louisiana. It is used to document employee eligibility for exemption from payment of state sales taxes on authorized travel expense charges that are directly reimbursable by the State of Louisiana.

**PLEASE PRINT OR TYPE.**

Employee Name	Authorized Travel Dates		
Employee Title	State Agency		
Agency's Address	City	State	ZIP
Agency's Telephone Number (      )			

This certifies that the employee named above is an employee of the above named state agency and that the travel expense charges incurred are necessitated by the employee's conduct of the official business of the agency. The employee's travel expenses are required to be accounted for to his employer and are reimbursable by the state agency to the employee in the actual amount incurred. Therefore, the Louisiana state agency claims exemption from the payment of state sales taxes on the travel expense charges. Authorized charges include:

- Enterprise Rental Car (*all Louisiana locations*)       Park N Fly (*New Orleans location only*)

**Authorization**

Employee Name	Employee Title
Employee Signature X	Date (mm/dd/yyyy)
State Agency Representative ( <i>other than employee</i> )	State Agency Representative Title ( <i>other than employee</i> )
State Agency Representative Signature X	Date (mm/dd/yyyy)

**Note:** This form is valid only for documenting eligibility for exemption from the payment of state sales tax on charges for authorized travel expenses. Vendors must retain this certificate to document the exemption. This form is not valid to document exemption from the payment of local sales taxes.