

This certificate is for use only by employees of the United States government, the State of Louisiana and its political subdivisions.

Employee Name	Government Agency		
Agency Address			
City	State	ZIP	Agency Contact Number
Authorized Dates of Travel (mm/dd/yyyy - mm/dd/yyyy)	Destination		

This certifies that the employee named above is an employee of the above named government agency and that the travel expenses

1. This certificate documents the employee's eligibility for exemption from payment of certain sales & use taxes on authorized travel expense charges that are directly reimbursable by the government employer.
2. The signatures certify:
  - The person named above is an employee of the government employer named above;
  - The travel expense charges incurred are necessary for the employee to conduct official business for the government employer; and
  - The employee's travel expenses are accounted for and reimbursable by the government employer to the employee.
3. Authorized travel expenses and charges include:
  - Enterprise Rental Car (all Louisiana locations);
  - Park N Fly (New Orleans only); and
  - Hotel/Lodging Costs for the occupancy of the employee's hotel room (excluding other taxable hotel purchases, i.e., meals, laundry, dry cleaning, vehicle parking, incidentals or damages).
4. For hotel room rental charges (hotel/lodging costs), this form is also valid for an exemption from the payment of Louisiana Stadium and Exposition District and New Orleans Exhibition Hal Authority occupancy taxes, and state and local sales/use taxes.
5. This form does not exempt the holder from payment of local room occupancy taxes. For additional information regarding hotel occupancy taxes in other jurisdictions, please contact the government agency directly.
6. When this form bears only the employee's signature, it must be accompanied by a copy of the employee's written travel orders that show the dates and destination of the authorized travel. Vendors must retain this certificate and a photocopy of the travel orders to document the exemption.
7. Vendors must retain this certificate for their records.