

# BOSSIER CITY — PARISH



## Sales and Use Tax Division

P.O. BOX 71313  
BOSSIER CITY, LOUISIANA 71171-1313  
PHONE NO: (318) 741-8549  
FAX NO: (318) 741-8997

### Certificate of Governmental Exemption from Payment of Hotel Occupancy Taxes and Hotel Sales Taxes

For use by employees of the government of the United States and the State of Louisiana and its political subdivisions in documenting eligibility for exemption from the payment of local occupancy and sales taxes on hotel lodging charges that are directly reimbursable by their government employers

This \_\_\_\_\_  
Name and title of employee

is an employee of \_\_\_\_\_  
Name of government employer

whose address and telephone number are \_\_\_\_\_  
Street

\_\_\_\_\_ City, State, ZIP Telephone

and that the lodging charges incurred by the employee at the \_\_\_\_\_  
Name of hotel

during the period \_\_\_\_\_  
Date of employee's stay

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 the government agency employer and are reimbursable by the employer to the employee in the actual amount incurred. This government agency, therefore, claims exemption from the payment of occupancy taxes and sales taxes on the charges for the occupancy of the employee's hotel room.

\_\_\_\_\_  
Name and title of employee Signature Date

\_\_\_\_\_  
Name and title of employer representative directing travel Signature Date

This form is usable only in documenting eligibility for exemption from the payment of local occupancy tax and sales tax on charges for room occupancy. The local 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 government employee, the form must be accompanied by a copy of the employee's written travel orders, in which the government employer directs a stay at the specific hotel accepting the form, or alternatively, at any hotel within a narrowly defined geographic area. The hotel must retain this certificate with a photocopy of the travel orders to document the exemption.