


**Governmental Employees Travel
Sales/Use Tax Exemption Certificate**

*Louisiana Revised Statute 47:305.7(A)(1)
Louisiana Stadium and Exposition District
New Orleans Exhibition Hall Authority*

**For questions about this form
please contact:**

Louisiana Department of Revenue
Phone: (855) 307-3893
Email: Sales.Inquiries@la.gov

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 University of Louisiana Monroe	
Agency Address 700 University Avenue			
City Monroe	State LA	ZIP 71209	Agency Contact Number (318) 342-1040
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 incurred are necessitated by the employee's conduct of the official business of this government agency. These expenses are required to be accounted for to his/her government agency employer and are reimbursable by the government agency to the employee in the actual amount incurred. The government agency named above claims exemption from the payment of state and local sales taxes. For hotel room rental charges (hotel/lodging costs), this exemption certificate is also valid for an exemption from the payment of Louisiana Stadium and Exposition District and New Orleans Exhibition Hall Authority occupancy taxes. This exemption certificate does not exempt the employee from payment of local hotel occupancy taxes in other jurisdictions. For additional information regarding hotel occupancy taxes in other jurisdictions, please contact the jurisdiction directly.

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 Signature	Date (mm/dd/yyyy)
Government Agency Representative (other than employee) Nicole Walker	Government Agency Representative Title (other than employee) Controller/Dir of Financial Analysis
Government Agency Representative Signature <i>Nicole Walker</i>	Date (mm/dd/yyyy) 01/06/2026

Hotel/Lodging Information

(To Be Completed by Hotel)

Hotel Name
Dates of Employee's Stay (mm/dd/yyyy-mm/dd/yyyy)

Vehicle Rental Information

(To Be Completed by Vehicle Rental Dealer)

Vehicle Rental Dealer	Vehicle Rental Reservation Number
Dates of Vehicle Rental	

Vehicle Parking Information

(To Be Completed by Vehicle Parking Dealer)

Vehicle Parking Dealer	Vehicle Parking Reservation Number (if applicable)
Dates of Vehicle Parking	

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