

**INSTRUCTIONS FOR COMPLETING FORM R-1376
GOVERNMENTAL EMPLOYEES HOTEL LODGING SALES/USE TAX
EXEMPTION CERTIFICATE**

SECTION 1

1. Enter employee name and title.
2. Hotel Folio or Reference Number refers to the reservation confirmation number for the hotel.
3. Enter "Calcasieu Parish School Board" and name of school or department on the line marked Government Agency Employer.
4. Enter the address of the school or department and telephone number on appropriate lines.

SECTION 2

1. Enter employee name and title.
2. Enter the current date.
3. On line 3 enter the name of the school principal or department head and title.
4. Enter the date the principal or department head signs the form (if known).
5. The employee and principal/department head must each sign in the designated spaces marked by the X.

SECTION 3

1. Enter the name of the hotel. The hotel's tax registration number may be left blank if unknown.
2. Enter the dates of the employee's stay at the hotel.

ADDITIONAL INFORMATION

Please note that this form will only exempt STATE sales tax. Some parishes may also exempt local sales taxes and/or occupancy taxes. This form ONLY applies to hotels in the state of Louisiana.

This form must be submitted to the desk clerk upon registration. The hotel is not obligated to accept forms after check in. A copy of the employee's approved travel request will be required along with the exemption certificate if the exemption does not have the signature of the principal or department head.


**Governmental Employees Hotel Lodging
Sales/Use Tax Exemption Certificate**
Louisiana Revised Statute 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 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	City	State	ZIP
Agency's Telephone Number			

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 sales taxes on the lodging charges for the occupancy of the employee's hotel room.

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)

Hotel Information	
Hotel's Name	Seller's Louisiana Sales Tax Registration Number (if applicable)
Dates of Employee's Stay (mm/dd/yyyy)	

Note: This form is valid only for documenting eligibility for exemption from the payment of state sales tax on charges for room occupancy. The state 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 a 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.