Docusign Envelope ID: F3FC37B9-46DC-8543-8346-0E72A487D9D7

R-1376 (5/25)

LOUISIANA DEPARTMENT of REVENUE

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		
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 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)* Thomas M. Smith	Government Agency Representative Title *(other than employee)* Interim Chief Financial Officer
Government Agency Representative Signature Signed by: Thomas M. Smith B84856E8E71049C...	Date *(mm/dd/yyyy)* 10/20/2026

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.

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1. This certificate documents the employee's eligibility for exemption from payment of certain sales and use taxes on authorized travel expense charges that are directly reimbursable by the government employer.
2. The signatures certify the following:
   - 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.
   - The employee's travel expenses are accounted for and reimbursable by the government employer to the employee.
3. Authorized travel expenses and charges include the following:
   - Enterprise Rental Car (all Louisiana locations)
   - Park N Fly (New Orleans only)
   - 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 Hall 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.