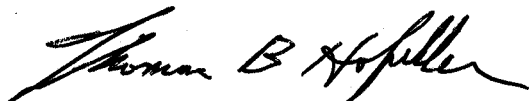


For: FSA Employees

Hotel/Motel Tax Exemption

Approved by: Associate Administrator for Operations and Management



1 Hotel/Motel Tax Exemption Policy

A Background

There is the opportunity for FSA travelers to save already limited travel funds while acquiring hotel/motel accommodations.

B Purpose

This notice informs employees that they should:

- check and determine whether their hotel/motel accommodations are tax exempt **each** time they travel
- use the tax exempt forms when available to lodge tax free.

C Action

As stated in 118-FI, paragraph 45, all employees on official business are required to pay applicable lodging taxes unless exempted by State and local jurisdictions. Exemptions from tax for travelers, and the forms required to claim them, vary from location to location. When available, travelers are encouraged to use these tax exemptions on official travel.

A table containing State tax exemption information may be found on GSA’s web site at **www.gsa.gov/statetaxforms**. This table provides a list of locations that offer specific exemptions to individual travelers, exemption certificates, and other information about tax exemptions. Although many other States, cities, and local municipalities not listed on this web site offer tax exemption certificates, care should be taken in their use since many instances of counterfeit or nonvalid certificates have been reported. Employees should also check with their Travel Management Center for available information on tax exemption certificates and information.

Disposal Date	Distribution
October 1, 2009	All FSA employees; State Offices relay to County Offices

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1 Hotel/Motel Tax Exemption Policy (Continued)

D Labor-Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

E Contact

If there are questions about this notice, then contact the appropriate office according to this table.

Office	Contact
County Offices	State Office
State Offices	For: <ul style="list-style-type: none">• interpretation of the policy, contact FMD, Debt Management and Travel Policy Office by e-mail at poc_travel@wdc.usda.gov• controversial issues related to this policy; contact Star Bryant, DAFO, at 202-720-0183.
Kansas City and St. Louis complexes	Terry Luehrs at 816-926-1142
National Office	FMD, Debt Management and Travel Policy Office by e-mail at poc_travel@wdc.usda.gov