R-1392 (5/11)

LDR
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State of Louisiana Employee Travel Expense Sales Tax Exemption Certificate

Louisiana Revised Statute 47:301(8)(c)

This form must be accompanied by a copy of the employee's written travel orders which states the dates and destination of the authorized travel.

This certificate is for use by employees of the State of Louisiana. It is used to document employee eligibility for exemption from payment of state sales taxes on authorized travel expense charges that are directly reimbursable by the State of Louisiana.

PLEASE PRINT OR TYPE.

Employee Name			
Employee Title	State Agency **La Department of Natural Resorces**		
Agency's Address **617 N 3rd Street**	City **Baton Rouge**	State **La**	ZIP **70802**
Agency's Telephone Number **(225) 342-4500**			

This certifies that the employee named above is an employee of the above named state agency and that the travel expense charges incurred are necessitated by the employee's conduct of the official business of the agency. The employee's travel expenses are required to be accounted for to his employer and are reimbursable by the state agency to the employee in the actual amount incurred. Therefore, the Louisiana state agency claims exemption from the payment of state sales taxes on the travel expense charges. Authorized charges include:

☐ Automobile Rental Charges ☐ Hotel/motel Room Rental Charges ☐ Parking Charges

Authorization	
Employee Name	Employee Title
Employee Signature **X**	Date *(mm/dd/yyyy)*
State Agency Representative *(other than employee)* **Judy LeBourgeois**	State Agency Representative Title *(other than employee)* **Procurement Director**
State Agency Representative Signature **X** Judy LeBourgeois	Date *(mm/dd/yyyy)* **06/16/2011**

Vendor Information
Vendor Name
Travel Expense Dates *(mm/dd/yyyy)*

Note: *This form is valid only for documenting eligibility for exemption from the payment of state sales tax on charges for authorized travel expenses. This form must be accompanied by a copy of the employee's written travel orders which states the dates and destination of the authorized travel. Vendors 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 sales taxes.*