

**REQUEST FOR REIMBURSEMENT FOR PAYMENTS
OF HOTEL/MOTEL LOCAL & MUNICIPAL EXCISE TAX**

I hereby swear or affirm that on the date(s) referenced below, and at the location(s) referenced below, a copy of the State of Georgia exemption of the local hotel/motel excise tax form was presented to the management of the hotel/motel referenced below, which was not accepted. I hereby swear or affirm that the local excise tax was paid and I am requesting reimbursement for that portion of the hotel/motel bill, along with the other expenses which are allowed in regard to this particular lodging expense.

EMPLOYEE TYPED OR PRINTED NAME	SIGNATURE

HOTEL/MOTEL NAME	HOTEL/ MOTEL ADDRESS

HOTEL/MOTEL TELEPHONE NUMBER	DATE(S) OF OCCUPANCY

HOTEL/MOTEL MANAGER OR EMPLOYEE NAME (IF AVAILABLE)

This document is to be presented along with the travel reimbursement for the above mentioned date(s) and location(s) in accordance with the State of Georgia Travel Regulations Section 4.3 Revised July 01, 2000 regarding the reimbursement of the payment of local and municipal excise tax due to non acceptance, by the management of the above mentioned hotel/motel , of the Georgia Hotel/Motel local & municipal excise tax exemption form. If the exemption form was not presented to the management of the above mentioned hotel/motel, for the date(s) as mentioned above, the employee is not allowed reimbursement for the amount of the local and municipal excise tax in accordance with the State of Georgia Travel Regulations Section 4.3 Revised July 01, 2000.