

**CITY OF ALEXANDRIA
TRANSIENT LODGING TAX EXEMPTION DECLARATION**

Section 3-2-143 of the Alexandria City Code exempts hotel visitors from paying the 5% City transient lodging tax if they are federal, state, or city officials or employees of official business, and the government concerned either pays the rental or reimburses the employee or official. By completing the form and signing, you are attesting that your travel is for official government business and that a governmental body will pay the hotel bill or you will be reimbursed.

Name: _____

Employer: _____

Address: _____

Phone: (____) _____

**Government agency paying or reimbursing:
your hotel bill** _____

Government contract No. (If appropriate): _____

**Phone No. of office to which bill is submitted:
or reimbursed** (____) _____

Signature _____ **Date** _____