



CAL POLY Hotel Transient Occupancy Tax Waiver

(EXEMPTION CERTIFICATE FOR STATE AGENCIES)

All Cal Poly employees who are traveling on official University business and staying at a hotel/motel in California are required to complete this form to request a waiver of the Transient Occupancy Tax (TOT). The traveler is obligated to request the waiver, by presenting this form to the hotel/motel operator. Participation by the operator is strictly voluntary.

STATE OF CALIFORNIA
STD 236

HOTEL / MOTEL OPERATORS: RETAIN THIS WAIVER FOR YOUR FILES TO SUBSTANTIATE YOUR REPORTS
(PARTICIPATION BY OPERATORS IS STRICTLY VOLUNTARY)

HOTEL / MOTEL NAME

DATE EXECUTED

HOTEL / MOTEL ADDRESS (NUMBER, STREET, STATE, ZIP CODE)

This is to certify that I, the undersigned traveler, am a representative or employee of the State agency indicated below; that the charge for the occupancy at the above establishment on the dates set forth below have been, or will be paid for by the State of California; and that such charges are incurred in the performance of my official duties as a representative or employee of the State of California.

OCCUPANCY DATE(S)

STATE AGENCY NAME

ADDRESS

TRAVELERS NAME (PRINT OR TYPE)

I hereby declare under the penalty of perjury that the foregoing statement are true and correct

EXECUTED AT: (CITY, STATE)

TRAVELERS SIGNATURE

DATE SIGNED