



Date Sent: 11/26/2015

DOCUMENTATION REQUIRED TO SUPPORT EXEMPT STATUS:
(ADDITIONAL DOCUMENTATION MAY BE REQUIRED DEPENDING ON AUDIT CIRCUMSTANCES)

1. Federal Government: State Official (Excluding Ohio): Political Subdivision:
 - *Gov. ID-GSA SmartPay Travel Card
 - *First 6-digits of Credit Card
 - *Copy of Government Payment
 - *Folio of entire stay, illustrating the room//tax charged and//or refunded.

2. Foreign Missions: Diplomats/Ambassadors
 - *Copy of front and back of MISSION TAX EXEMPTION card
 - *Reservation MUST be in the name of the MISSION.
 - *Bill is paid for by a MISSION check or credit card
 - *Copy of check or credit card (no cash or personal checks)
 - *Folio representing entire stay, illustrating the room//tax charged and//or refunded.

3. 30-Day Stay – Individual:
 - First Line Documentation:
 - *Folio representing entire stay, illustrating the room and tax charged and refunded.
 - Secondary Documentation:
 - *Report illustrating the daily room charges and taxes refunded.

4. 30-Day Stay – Contracted-Rooms - AIRLINES/RAILROADS/CASINOS
 - First Line Documentation:
 - *Contracts defining terms (length of stay, # of rooms, rent, time period covered)
 - *Copy of pre-registration (actual # of rooms required for each individual month)
 - *Report illustrating the actual number of rooms used and daily charges of each room.
 - *Reports of sign-in sheets of guests, each day.
 - *Copy of monthly invoices with proof of payment.

Note:

Contracts primarily run on a monthly basis; when examining daily room stays, it is based on that time frame. The number of rooms//rate should be tracked daily on a worksheet. (Because the rooms are based on a contract it is unlikely for the rate to change in the middle of a month; however it does occur on occasion). Exemptions for the month = **LOW # of ROOMS X ROOM RATE X # of DAYS IN THE MONTH**. Keep in mind they must maintain the 30-day status in order to be granted the exemption.



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DOCUMENTATION REQUIRED TO SUPPORT ADJUSTMENTS/COMPS:
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ADJUSTMENTS//COMPLIMENTARY ROOMS:

First Line Documentation:

- * Folio representing the guest and entire stay, illustrating the room and tax charged and refunded.
- * Detailed Explanation as to why adjustment was made.
- * Adjustment and Complimentary Reports

Secondary Documentation:

- * Report illustrating the guest name, company name, original daily room rent and taxes billed, new rate charged or refunded.
- * Detailed Explanation of why adjustment was done.

ZERO-RATE ROOMS:

First Line Documentation:

- * Folio representing the guest and entire stay, illustrating the room and tax charged and identifying the Zero-rate room charged.
- * Detailed Explanation of why free room was given.
- * Zero-Rate and Complimentary Reports

Secondary Documentation:

- * Report representing entire stay, illustrating the guest name, company name, all daily charges, including the Zero-rate room.
- * Detailed Explanation of why free room was given.