

University of Houston Victoria

Authorization for Hotel Payment

Date: _____

Travel Request # _____

This form will serve as authorization for the charge to the credit card account listed below. Charges should not be made to the MasterCard account prior to occupancy. Please accept this authorization in lieu of the credit card upon check-in.

I authorize _____ (Hotel Name) _____ (City) to apply the charges for room, tax,

Internet charges, and parking ONLY to the following credit card account: UHV is exempt from State of Texas Sales Tax (See Below)

(Note: Payment of Tax applies only to Out of State of Texas Travel)

Credit card type: MasterCard Credit Card # _____ Expires: _____

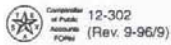
Printed name of Cardholder: _____

Number of rooms required _____ From: _____ To: _____ For _____
Arrival date Departure date Number of nights

This credit card is payment for the following guests accounts:

 Guest Name _____
 Guest Name

 Authorized signature for the University of Houston-Victoria _____
 Contact Name & Telephone Number



TEXAS HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE

NOTE: This certificate is for business only, not to be used for private purposes, under penalty of law. The hotel operator may request a government ID, business card or other identification to verify exemption claimed. Certificate should be furnished to the hotel or motel. DO NOT send the completed certificate to the Comptroller of Public Accounts. The certificate does not require a number to be valid. Refer to Hotel sec. 3.161 for exemptions.

Check exemption claimed:

- United States government or Texas government official (state, city, and county tax exemption).** Includes US government agencies, State of Texas officials who present a Hotel Tax Exemption Photo Identification Card, and diplomatic personnel of a foreign government who present a Tax Exemption Card issued by the United States Department of State. **United States government employee (state tax exemption).** Includes US government employees traveling on official business representing the federal government. Hotels should check with the local taxing authorities to determine if federal employees are exempt from city or county taxes.
- Religious, charitable, or educational organization or employee (state tax exemption only).** Educational organizations include state and private universities, junior colleges, community colleges, independent school districts, and public and private elementary and secondary schools of this state and other states. Religious and charitable organizations must hold a letter of exemption issued by the Comptroller of Public Accounts to claim an exemption.

Name of exempt organization	Organization exempt status (Religious, charitable, educational, governmental)
Address of exempt organization (Street and number, city, state, ZIP code)	

GUEST CERTIFICATION: I declare that I am an occupant of this hotel/motel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct.

sign here Guest name (Please print) _____ Date _____

FOR HOTEL/MOTEL USE ONLY (OPTIONAL)

Name of hotel/motel				
Address of hotel/motel (Street and number, city, state, ZIP code)				
Room rate	Local tax	Exempt state tax	Amount paid by guest	Method of payment