

COUNTY OF ADAMS

Treasurer's Office
117 Baltimore Street, Gettysburg, PA 17325
717-337-9833

EXEMPT ORGANIZATION CERTIFICATION OF TRAVEL FOR OFFICIAL BUSINESS

I, the undersigned am a representative of the exempt agency identified below on official business. I declare that the rental of accommodations on the date listed below is for official use of the agency and is being paid for the agency as follows:

Dates: From _____ To _____

Signature on behalf of the exempt entity: _____

Print name & title of the representative: _____

Name of exempt entity: _____

Address of exempt entity: _____

Phone number of exempt entity: _____

Email contact of exempt entity: _____

Exempt Category:

Federal Government

United States Armed Forces/Service Academy

Pennsylvania State Government

Pennsylvania State or Commonwealth University

FOR HOTEL PERSONNEL: I have verified the guest's official identification card and documentation of business purpose.

Title: _____

Date: _____

Copies of the documentation of official business, identification of the guest and the guest folio/bill must be attached to this certification and maintained in the Operator's records. SSNs may be redacted.