



University Controller

To: Lodging Establishments

From: Judy L. Langworthy *JLL*
University Controller

Re: Lodging Rate & NYS Tax Exemption

This letter is intended to provide assistance to hotels and other lodging establishments who are securing reservations for individuals traveling on behalf of the State University of New York (SUNY) at Fredonia.

New York State employees and employees of its political subdivisions, such as SUNY at Fredonia, should be charged the New York State Contracted Room Rate when traveling on official State business. In addition, these individuals are exempt from the payment of New York State sales tax when they properly present a tax exempt certificate. Employees traveling on State business will be required to provide payment to hotels in the form of a personal check, an individual credit card, a corporate travel card, cash, or by a direct bill to SUNY at Fredonia via a purchase order. However, travelers should be able to provide positive identification such as a State issued ID card or a valid driver's license, in addition to a completed tax exempt certificate (ST-129).

If verification of the employee's employment status is necessary or you have any further questions relating to this procedure, please feel free to contact me at (716) 673-3109.