

FEDERAL EMPLOYEE'S CERTIFICATE
DATE: _____

The undersigned hereby swears or affirms that he or she is an employee of the Federal Agency identified below and that the rental of living accommodations on _____ (Date(s) from the business identified above is in pursuit of his or her employer's affairs. The undersigned further swears or affirms that the Government of the United States either will pay the seller directly, or will provide reimbursement to the employee for the actual cost of the sleeping accommodations made on this date (s).

Name of Federal Agency

Signature of Agency Employee

Address of Federal Agency

This certificate may not be used for rental of living accommodations for the personal use of any individual employed by a United States Government Agency. Attach additional proof of exemption to this certificate i.e., copy of ID, copy of travel orders, and or Department of Revenue Certificate of Exemption.