

7. Employees in travel status who pay for lodging should be exempt from the state and county sales taxes, as well as the local room taxes. In place of using the attached certificate, they may continue to use the procedures explained in the *Accounting Policy and Procedures Manual-Section 12 - Travel 1.5*.

REFERENCES

Wisconsin Statutes, Section 77.54(9a)

<http://www.legis.state.wi.us/rsb/stats.html>

DHS APP **Section 12-TRAVEL 1.5** (Sales Tax Status of State Employees: Purchase of Meals, Lodging and Other Costs While Traveling on State Business)

CONTACTS

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**WISCONSIN SALES AND USE TAX
CERTIFICATE OF EXEMPT STATUS (CES)**
(Governmental, Religious, Charitable, Scientific or Educational Organization)

Sales to this organization or entity are exempt from Wisconsin sales and use tax under sec. 77.54(9a) and 77.55(1), Wis. Stats.

This certificate is valid unless cancelled by the Wisconsin Department of Revenue.

ATTN BUREAU OF FISCAL SERVICES
WISCONSIN DEPARTMENT OF HEALTH SERVICES
PO BOX 7850
MADISON WI 53707-7850

CES NUMBER	040676
DATE ISSUED	7/21/2008

IMPORTANT:

Purchases made by your organization are taxable unless you furnish your supplier with the CES number shown above.

Sales by your organization may be subject to tax. If your organization makes taxable sales, it may be required to obtain a seller's permit and remit sales tax to the Department of Revenue.

Questions: Contact the Department of Revenue by telephone at (608) 266-2776, FAX (608) 267-1030, E-mail sales10@revenue.wi.gov, or at our Web site www.revenue.wi.gov