

# 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.*